


# Library supplies



Library  Bureau

FS012 1916 L697



*The* EDITH and LORNE PIERCE  
COLLECTION of CANADIANA



*Queen's University at Kingston*

# Library supplies



**LB**

**Library Bureau**

OTTAWA - TORONTO - MONTREAL - WINNIPEG

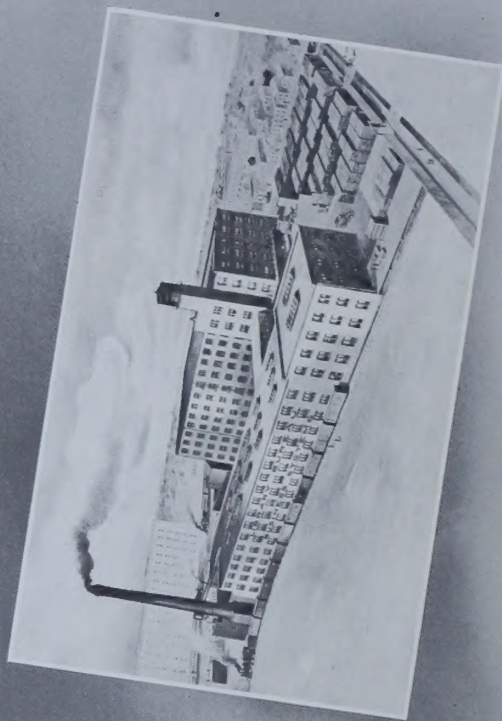
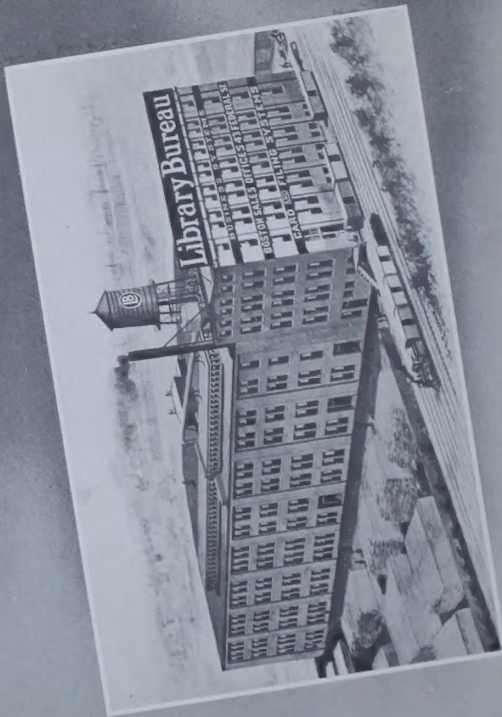
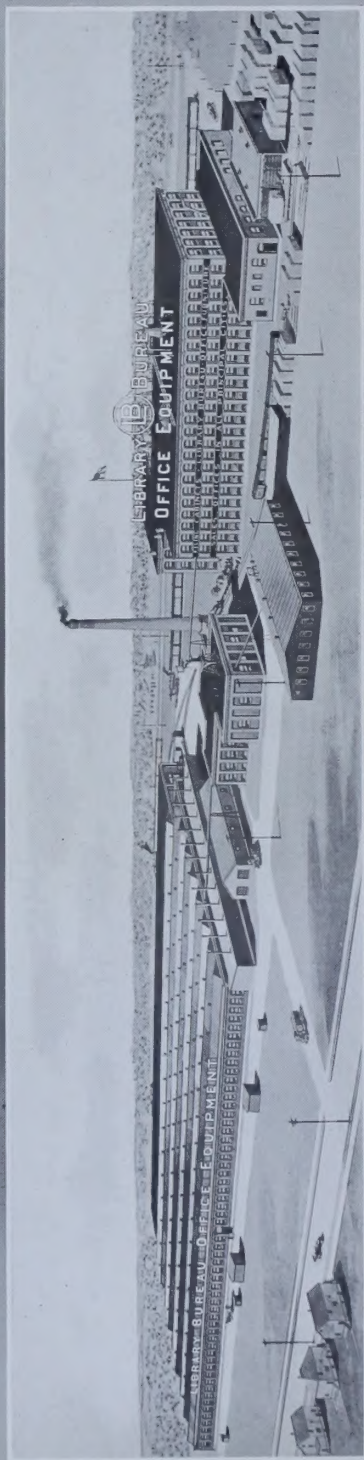
**LOWE-MARTIN CO. LIMITED, Manufacturing Distributors**

Originators of the Card System.      Card and Filing systems for every business

*for* .....

MADE IN CANADA





## Principal factories, Library Bureau

Steel working factory, Ilion, New York  
Card and woodworking factories, Cambridge, Mass.

Woodworking factory, Ilion, New York  
Card and woodworking factories, Chicago





## Foreword

*John Napier*  
*Sept*  
**A**T the time of the formation of the American Library Association in 1876 it was decided to form a central depot or bureau which should furnish or procure uniform supplies for public libraries. This was the beginning of Library Bureau. From that time to this Library Bureau has made a study of the administrative requirements of public libraries. The result has been the standardization of Library Bureau bracket and slotted upright bookstack, L. B. technical library furniture and the various technical supplies shown in this catalog. In order to maintain these standards it has been necessary to develop the complete mechanical facilities which are found in our several factories located in Cambridge, Chicago, Ilion, N. Y., New York City, and London.

Wherever requirements of several libraries have suggested a new idea, Library Bureau has investigated the possibilities and, with the assistance of librarians, standardized and put the necessary equipment into stock. Today Library Bureau offers this standardized equipment as the result of its forty years of study and experience in the technical equipment and appliances for library requirements.

Library supplies are manufactured not to sell at the lowest price, but to meet the requirements they must fulfill. The fact that Library Bureau goods are standard in libraries all over the world stands as proof of the wisdom of this policy.



## Cards

**L**IBRARY BUREAU card stock is the result of special study and laboratory experiment. Special formulas have been devised for making the highest quality of card stock possible.

Back of Library Bureau card stock is the experience of twenty-five years in the actual manufacture of card index boards, together with the knowledge of exactly what goes into every pound of its standard stocks. Library Bureau has had cards in use for that length of time.

Library Bureau card stock is made like a ledger paper, the difference being practically in the thickness and mechanical features which make possible the sizing and forming of a heavy weight cardboard.

The rigid standards which have been followed from year to year always insure Library Bureau customers absolute uniformity of quality, weight, and size.

### L. B. Library Standard cards

L. B. Library Standard grade cards are made of stock which is an absolutely all rag board made of carefully selected new rags. The stock, as the name implies, is a stock designed especially for the library card catalog work, and it cannot be duplicated outside of Library Bureau. The life of this stock is practically unlimited.

The cost of catalog cards is a small item compared with the labor of writing them. The best quality of cards obtainable should, therefore, be used. Cheap cards soon wear out, which means not only new cards but the work of rewriting.

L. B. Library Standard grade cards are made in four weights designated as light, medium, heavy, and extra heavy.

*Light* — The lightest weight practicable for catalog purposes. The hard, sharp edge of this stock partly compensates in quick handling for the thickness of the heavier weights. Thickness approximately  $7\frac{1}{2}$  one-thousandths of an inch.

*Medium* — Made of the same stock as the light weight but slightly heavier. Thickness approximately  $9\frac{1}{2}$  one-thousandths of an inch. This is the weight used for the Library of Congress printed catalog cards and is recommended as best for library catalogs.

*Heavy* — Made of the same stock but one-half heavier than the light weight. Thickness approximately  $11\frac{1}{2}$  one-thousandths of an inch. Popular with a large number of libraries.

*Extra heavy* — A double weight card of the same grade of stock. Thickness approximately  $14\frac{1}{2}$  one-thousandths of an inch.

### L. B. Commercial Standard grade cards

L. B. Commercial Standard grade cards are made in the same weights and sizes as the Library Standard cards. These cards are cut, ruled, and punched with the same care as the higher grade. For card catalog purposes they are second only to *Library Standard*.

Where cost is a paramount consideration they will be found very satisfactory for catalog work. They are designated as *Commercial Standard* cards.



## Cards for temporary records

There are several other grades of cards carried in stock to meet the demand for a low-priced stock for temporary records. Prices upon application.

### Exact in size

Catalog cards should be exact in size, as the slightest variation destroys the facility in handling. A low card between two higher ones is bridged by the fingers and lost. Expert catalogers throw away as useless, because of variation in cutting, cards as well cut as ordinary machinery will permit. Die-cut cards are no better, because the edge of one side is rounded, while the other is slightly roughened or burred. Therefore, rapid manipulation of them is impossible.

Library Bureau cards are cut with special machinery invented and patented by Library Bureau which insures absolute accuracy and a perfect edge on each card.

### Card writing

The handwriting on all catalog cards should be uniform and legible. The copy used and recommended by the library schools is the best.

For handwriting entries on catalog cards the best and most permanent results are obtained by the use of first-class blue-black record fluids. Coal black or aniline inks should never be used, as they tend to destroy the sizing of the paper, causing the ink to spread and blue. Robert T. Swan, commissioner of public records of the State of Massachusetts, says in his little monograph on "Paper and Ink," published by the A. L. A., "It is not possible to have a permanent ink that will be black at first writing. . . . Ink should not be blotted. . . . No such ink as a free-flowing, jet-black, non-thickening, permanent ink has yet been discovered."

All L. B. card stock is tested with the best blue-black writing fluid, which, after careful experiment, we recommend as the most satisfactory ink for all card work.

Erasures should be avoided as much as possible, but where necessary the quality of L. B. Standard library cards is such that erasures can be made without destroying the surface of the card if a proper eraser is used. The best erasers for this purpose are the steel knife-edge erasers, but these must be kept well sharpened to produce the best results.

### Sizes

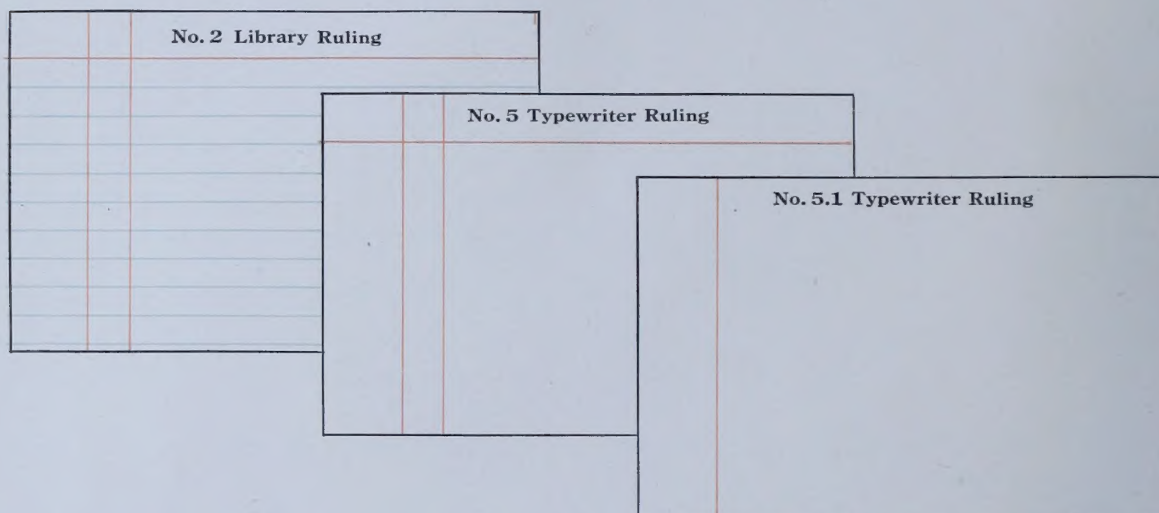
L. B. Standard 33 size cards (7.5 x 12.5 cm., approx.  $2\frac{15}{16}$  x  $4\frac{15}{16}$  in.)

Library Bureau standard 33 size cards are acknowledged the standard for catalog work. Experience has demonstrated that this size is the most satisfactory. It has been adopted by the American Library Association, the United States Government, the Institut International de Bibliographie, Brussels, and Consilium Bibliographicum, Zurich.

L. B. Standard 32 size cards (5 x 12.5 cm., approx. 2 x  $4\frac{15}{16}$  in.)

Library Bureau standard 32 size cards are used by some libraries for author and title catalogs and shelf lists, but have been almost entirely superseded by the 33 size. A supply of these cards is carried in stock for libraries still using this size.

# L. B. Standard stock rulings, grades and weights



**L**IBRARY catalog cards with standard stock rulings are carried in stock in two grades : Library Standard and Commercial Standard ; and in four weights : Light, medium, heavy, and extra heavy.

## Library Standard grade

Library Standard stock is an absolutely all rag board made of carefully selected new rags. The life of this stock is practically unlimited. For over 20 years these cards have been the standard for catalog purposes and have been in actual use for that length of time. This stock has never been duplicated.

## Commercial Standard grade

Commercial Standard stock has the main qualities of the Library Standard stock, the only difference being in the material used in manufacture. It is a superior stock for writing purposes and erasure and is second only in quality to the Library Standard.

## Medium weight cards

The most satisfactory card for catalog use. This is the weight used by Library of Congress for their printed library catalog cards. Cards of this weight are heavy enough to withstand constant usage without making the catalog unnecessarily bulky. This card can be used in the typewriter without a special attachment. It is especially desirable for use with the cards issued by the Library of Congress, as the greatest facility in card reference requires that all cards in the catalog be of the same weight and of uniform size. Thickness approximately  $9\frac{1}{2}$  one-thousandths of an inch.

33 size (7.5 x 12.5 cm.)

Ruling	Library Standard grade		Commercial Standard grade	
	Cat. no.	Per 1000	Cat. no.	Per 1000
Plain . . . . .	<b>33020</b>	\$3.15	<b>33120</b>	\$2.10
Library Ruling no. 2 . . .	<b>33022</b>	3.15	<b>33122</b>	2.10
Typewriter ruling no. 5 . .	<b>33025</b>	3.15	<b>33125</b>	2.10
Typewriter ruling no. 5.1 .	<b>33025.1</b>	3.15	<b>33125.1</b>	2.10

## Light weight cards

The lightest weight practicable for catalog purposes. The hard, sharp edge of this stock partly compensates in quick handling for the thickness of the heavier weights. Thickness approximately  $7\frac{1}{2}$  one-thousandths of an inch.

33 size (7.5 x 12.5 cm.)

Ruling	Library Standard grade		Commercial Standard grade	
	Cat. no.	Per 1000	Cat. no.	Per 1000
Plain . . . . .	<b>33010</b>	\$2.35	<b>33110</b>	\$1.85
Library ruling no. 2 . . .	<b>33012</b>	2.35	<b>33112</b>	1.85
Typewriter ruling no. 5 . .	<b>33015</b>	2.35	<b>33115</b>	1.85
Typewriter ruling no. 5.1 .	<b>33015.1</b>	2.35	<b>33115.1</b>	1.85

32 size (5 x 12.5 cm.)

Ruling	Library Standard grade	
	Cat. no.	Per 1000
Plain . . . . .	<b>32010</b>	\$1.85
Library ruling no. 2 . . .	<b>32012</b>	1.85

Any of the rulings listed furnished to order in lots of 500 or more.



## [7]



## Card guides

**T**HE best results from any card catalog can be obtained only when the cards are properly guided. The first essential in any card catalog is the ease with which a card may be found. In order to accomplish this, guides must not only be provided for the present catalog but should give ample allowance for expansion.

In addition to carrying guides especially designed for dictionary catalogs of various sizes Library Bureau will be pleased to offer suggestions as to the best way of treating individual problems in connection with catalog guiding.

### Library Standard guides

The durability of guides must also be considered. A card catalog which is constantly handled must have guides sufficiently strong to stand the wear and tear. L. B. Standard guide stock was designed especially for card catalog work. This guide stock, produced after years of experimenting by Library Bureau, is made from a special formula. Its strength and wearing qualities are practically unlimited. Guides are cut to allow a projection  $\frac{1}{5}$ ,  $\frac{1}{3}$ , and  $\frac{1}{2}$  the width of the cards.

### L. B. Sterling guides

For temporary listing or where a less expensive guide will serve the purpose, this guide will be found satisfactory. It has the main qualities of the L. B. Standard guide and differs only in the materials used in manufacture.

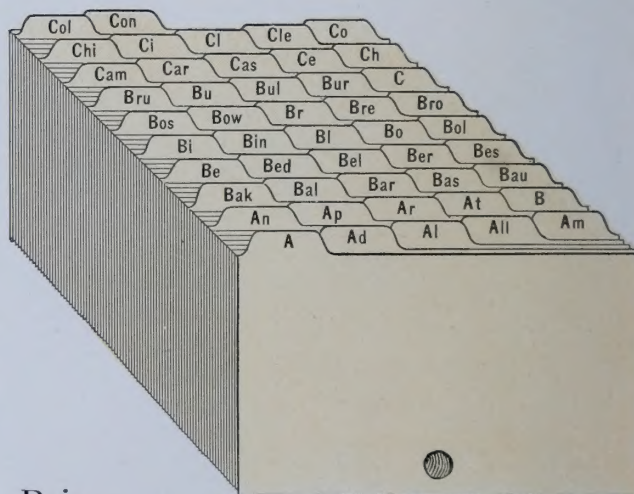
### Alphabetic guides

Alphabetic guides are carried regularly in stock for library use up to 500 subdivisions, with both plain and celluloid tabs.

For smaller catalogs, the use of a set of 25 subdivisions is recommended, supplemented by blank guides on which are written or printed appropriate headings.

For catalogs having separate list of authors, larger divisions up to 500 may be used.

See page 10 for standard printed guides for library catalogs.



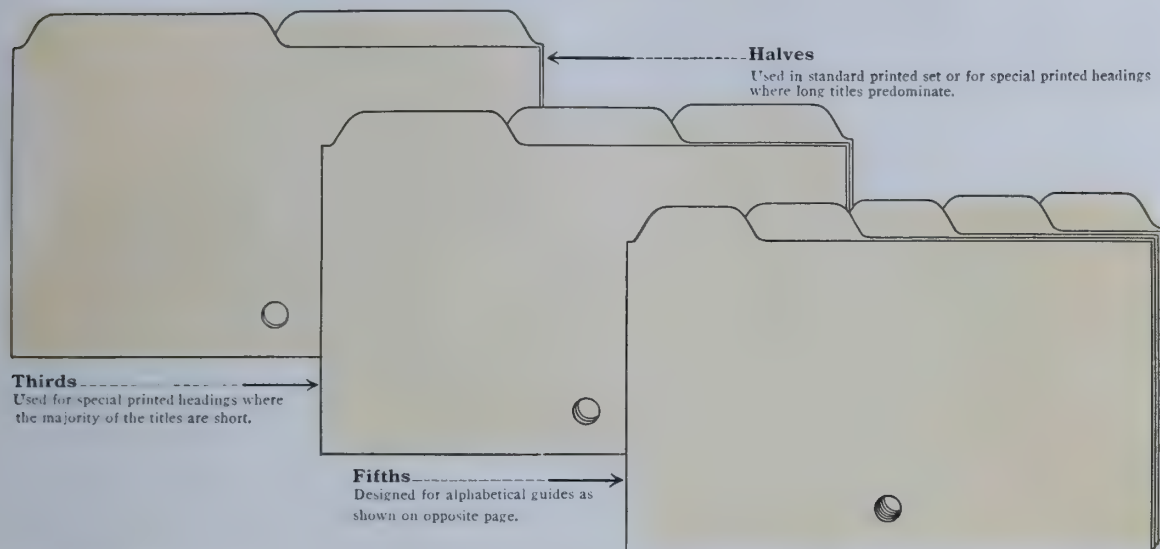
### Prices

	Library standard			L. B. Sterling		
	Per set			Per set		
<i>For 33 size cards</i>	<i>Cat. no.</i>	<i>Plain</i>	<i>Cell'd</i>	<i>Cat. no.</i>	<i>Plain</i>	<i>Cell'd</i>
25 A-Z divisions, buff . . . . .	43125	\$ .25	\$ .70	43325	\$ .20	\$ .55
60 A-Z subdivisions, buff . . . . .	43160	.60	1.60	43360	.55	1.60
125 A-Z " " . . . . .	431125	1.20	3.30	433125	1.05	3.10
250 A-Z " " . . . . .	431250	2.40	6.60	433250	2.00	6.15
500 A-Z " " . . . . .	431500	5.00	13.25	433500	4.00	12.25
Month guides (Jan. to Dec.), buff . . . . .	43112	.20	.40	43312	.15	.35
Days of week, buff . . . . .	4316	.15		4336	.10	
Days of month (1-31), buff . . . . .	43131	.30	.90	43331	.25	.85
State guides; names of states and territories, buff . . . . .	43152	.60	1.55	43352	.40	1.25
<i>For 32 size cards</i>						
25 A-Z divisions; buff, in thirds (to order only) . . . . .	42125	.30				

All guides are supplied with the regular round punch. Any standard punch supplied without extra charge.



## Blank guides



Blank guides furnished in halves, thirds, and fifths as illustrated.

### Prices

Cat. no.		Library Standard guides		L. B. Sterling guides
		Per 1000	Per 1000	Per 1000
4310	For 33 size cards. Buff, in halves, thirds, or fifths . . . . .	\$6.00		
4310	Celluloided with white opaque celluloid for writing directly on the projection . . . . .	25.25		
4330	For 33 size cards. Buff, in thirds or fifths . . . . .			\$4.00
4210	For 32 size cards. Buff, in thirds . . . . .	6.00		

## Specially printed guides

Many card catalogs require guides with specially printed headings. These may be furnished with tabs half, third, or fifth cut. Copy should be arranged in exact order in which the guides are to be inserted in the file. For example : if third projections are desired, the copy should be arranged in three columns.

Styles of type for use on specially printed to list guides are :

**No. 11 Emerson, Ralph W.**

**No. 14 Emerson, Ralph W.**

**No. 12 Emerson, Ralph W.**

**No. 18 Emerson, Ralph W.**

Guides may be furnished with or without celluloided tabs.

### Prices for specially printed guides

Size of guide	Printed only		Printed and celluloided	
	Per 100	Per 1000	Per 100	Per 1000
For 7.5 x 12.5 cm. cards . . . . .	\$3.05	\$23.30	\$5.20	\$42.00



## Celluloid reinforced guides

By doubly reinforcing the tab projection with celluloid we have produced a guide unsurpassed for durability, cleanliness, and ease of handling. After the guide is printed a sheet of celluloid is folded over the edge of the guide projection, front and back, and firmly cemented.

On this reinforced projection comes all the wear of the guide. The life of the celluloid reinforced guide has practically no limit ; in a permanent card record it is by far the most economical guide.





## Arrangements

## Four standard sets

## Prices

[illegible]

## Brooklyn card catalog guide headings

[ 10 ]



## L. B. Card trays and cabinets

**L**IBRARY BUREAU carries in stock card trays and cabinets ranging in size from a single tray with a capacity of 300 cards, with necessary guides, to a 60-tray case with a capacity of 72,000 cards with guides. These cabinets are made of the highest grade lumber. All the oak is white, Indiana grown, quartered to give the best figure.

### Seasoning

All lumber is scientifically seasoned, both by air and thorough kiln-drying, reducing to a minimum the tendency to shrink or swell.

### Finish

All cabinets are carefully inspected to see that they are absolutely smooth on all surfaces and free from blemishes. The wood is then carefully treated with a combination filler and stain until the pores are completely filled. The excess filler is then rubbed off and the surface thoroughly cleaned. The finish is produced by successive coats of the highest grade varnish sanded between the coats with the finest polishing paper. The final coat is hand rubbed to the standard L. B. eggshell gloss.

### Trays

The card trays are dovetailed front and back by the use of machines of our own exclusive design, combining strength with compactness. These trays are carefully made to facilitate the handling of the cards. They are the result of years of study in producing a perfect tray.

### Followers

All the trays are equipped with adjustable steel followers which are simple yet positive and easily adjusted. The L. B. block is so constructed that while holding the cards at the proper angle it takes up only one fourth of an inch of the filing capacity of the tray.

### Stop catches

Trays may be fitted with L. B. Standard stop catches which stop the tray when drawn out to its full length, permitting reference to the entire contents and preventing accidental fall from the cabinet. These stop catches are fitted at the cost of 25 cents per tray; on nine trays and above at a cost of 20 cents per tray, and above twenty trays at 15 cents per tray.

### Rods

All tray cabinets are furnished with screw-front round rods.

### L. B. Cardboard boxes

Covered with marbled paper. For outside sizes add approximately  $\frac{1}{4}$  in. to inside dimensions.

Cat. no.		Price
1734	Inside size $3\frac{1}{2}$ in. high, $5\frac{1}{4}$ in. wide, $1\frac{1}{4}$ in. deep. Capacity with guides, 100 lightweight, 75 medium weight, or 60 heavyweight cards, . . . . . Each	\$ .15
1734.1	Same as 1734 except $3\frac{1}{2}$ in. deep. Capacity 325 lightweight, 250 medium weight, or 200 heavyweight cards, . . . . . Each	.25

#### Covered with black cloth

1734.3	Inside size $3\frac{1}{2}$ in. high, $5\frac{1}{4}$ in. wide, $3\frac{1}{2}$ in. deep. Capacity 325 lightweight, 250 medium weight, or 200 heavyweight cards, . . . . .	.35
--------	---	-----



No. 1734



No. 1230

Cat. no.  
1230

### Tin card trays—olive green finish

Outside size,  $3\frac{5}{8}$  in. high,  $5\frac{5}{8}$  in. wide,  $10\frac{9}{16}$  in. deep. Capacity 975 lightweight, 750 medium weight, or 575 heavyweight cards. Fitted with screw-front round rod, . . . . . Each

Price

\$1.25

### Open card trays—quartered oak

Cat. no.

1235

Outside size,  $2\frac{1}{2}$  in. high,  $5\frac{1}{2}$  in. wide,  $8\frac{5}{8}$  in. deep. Capacity 700 lightweight, 550 medium weight, or 425 heavyweight cards, . . . . .

Price

\$1.10

1232

Outside size  $2\frac{1}{2}$  in. high,  $5\frac{1}{2}$  in. wide,  $10\frac{3}{8}$  in. deep. Capacity 925 lightweight, 725 medium weight, or 550 heavyweight cards, . . . . .

1.10

Screw-front round rods for either of above trays, additional, each . . . . .

.20



No. 1235



No. 1236

Cat. no.

1236

### Open card trays—cut-down sides

Outside size  $3\frac{1}{8}$  in. high,  $5\frac{5}{8}$  in. wide, 10 in. deep. Capacity 850 lightweight, 650 medium weight, or 500 heavyweight,

Price

Oak, \$1.10; Mahogany, \$1.40

1237

Outside size same as 1236 except 12 inches deep. Capacity 1050 lightweight, 800 medium weight, or 600 heavyweight cards,

Oak, \$1.10; Mahogany, 1.40

Screw-front round rod, additional . . . . .

.20

### Shaped cover card tray

Cat. no.

1227

Outside size,  $4\frac{1}{8}$  in. high,  $5\frac{5}{8}$  in. wide,  $3\frac{5}{16}$  in. deep. Capacity 300 lightweight, 225 medium weight, or 175 heavyweight cards. Oak . . . . .

Price

\$ .75



No. 1239



No. 1227

### Small straight cover card tray—stop hinge

Cat. no.

1239

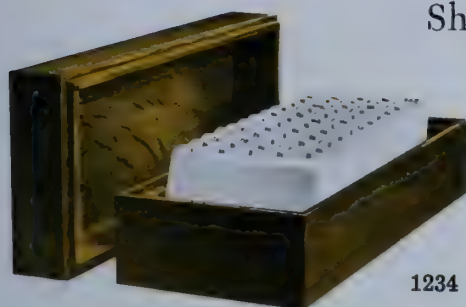
Outside size,  $4\frac{3}{16}$  in. high,  $5\frac{5}{8}$  in. wide,  $3\frac{1}{4}$  in. deep. Capacity 300 lightweight, 225 medium weight, or 175 heavyweight cards, . . . . . Oak, \$1.10; Mahogany, \$1.25

Price

\$1.25



## Shut-over card trays



No. 1233

*Cat. no.*

**1233** Outside size,  $4\frac{1}{2}$  in. high,  $6\frac{1}{8}$  in. wide, 15 in. deep. Capacity 1300 lightweight, 1000 medium weight, or 750 heavyweight cards, Oak, \$3.00; Mahogany, \$3.50

**1234** Outside size,  $4\frac{1}{8}$  in. high,  $5\frac{5}{8}$  in. wide,  $9\frac{1}{4}$  in. deep. Capacity 625 lightweight, 475 medium weight, or 375 heavyweight cards, Oak, \$2.25; Mahogany, \$2.50  
Screw-front round rod, add'l. .20

*Price*



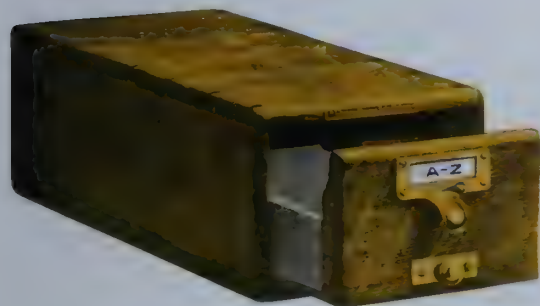
No. 1238

## Large straight cover card tray Stop hinge

*Cat. no.*

**1238** Outside size,  $4\frac{1}{4}$  in. high,  $5\frac{5}{8}$  in. wide,  $10\frac{3}{8}$  in. deep. Capacity 875 lightweight, 675 medium weight, or 500 heavyweight cards, . . . . Oak, \$2.50; Mahogany \$3.00  
Screw-front round rod, add'l. . . . .20

*Price*



No. 2311

*Cat. no.*

**2311** Outside size, 5 in. high,  $6\frac{5}{8}$  in. wide,  $13\frac{3}{8}$  in. deep. Capacity 1100 lightweight, 850 medium weight, or 650 heavyweight cards,

## One-tray cabinet

*Price*

Oak, \$4.20; Mahogany, \$5.20  
Flat key lock, additional, . . . . . 1.25  
Paracentric lock, additional, . . . . . 2.00

## Two-tray cabinet

*Cat. no.*

**2312** Outside size, 5 in. high,  $13\frac{1}{4}$  in. wide,  $13\frac{3}{8}$  in. deep. Capacity 2200 lightweight, 1700 medium weight, or 1300 heavyweight cards, Oak, \$5.90; Mahogany, \$7.40  
Interior lock, additional, . . . . . 1.50  
Pilaster lock, additional, . . . . . 2.50

*Price*



No. 2312



No. 2314

*Cat. no.*  
**2314**

## Four-tray cabinet

*Price*

Outside size, 8 $\frac{7}{8}$  in. high, 13 $\frac{1}{8}$  in. wide, 13 $\frac{3}{8}$  in. deep. Capacity 4400 lightweight, 3400 medium weight, or 2600 heavyweight cards,

Oak, \$10.80; Mahogany, \$12.80

Interior lock, additional, . . . . . 2.25

Pilaster lock, additional . . . . . 3.00

*Cat. no.*  
**2316**

## Six-tray cabinet

*Price*

Outside size, 12 $\frac{7}{8}$  in. high, 13 $\frac{1}{8}$  in. wide, 13 $\frac{3}{8}$  in. deep. Capacity 6600 lightweight, 5100 medium weight, or 3900 heavyweight cards,

Oak, \$14.70; Mahogany, \$17.70

Interior lock, additional, . . . . . 2.75

Pilaster lock, additional, . . . . . 3.75



No. 2316



No. 2319

*Cat. no.*  
**2319**

## Nine-tray cabinet

*Price*

Outside size, 12 $\frac{7}{8}$  in. high, 19 $\frac{1}{2}$  in. wide, 13 $\frac{3}{8}$  in. deep. Capacity 9900 lightweight, 7650 medium weight, or 5850 heavyweight cards,

Oak, \$21.80; Mahogany, \$26.80

Lock, controlling all trays, additional, 4.50

*Cat. no.*

## Twelve-tray cabinet

*Price*

**23112** Outside size, 15 $\frac{3}{4}$  in. high, 20 in. wide, 15 $\frac{3}{4}$  in. deep. Capacity 16,800 lightweight, 12,975 medium weight, or 11,125 heavyweight cards,

Oak, \$29.90; Mahogany, \$35.90

Lock, controlling all trays, additional, 5.50

**2381** Swivel base, 27 $\frac{1}{4}$  in. high, additional,  
Oak, \$12.00; Mahogany, 13.00

**23812** Leg base, 26 in. high, additional,  
Oak, \$8.00; Mahogany, 9.00



No. 23112





No. 23115 with no. 2381 swivel base

## 15-tray cabinet on swivel-top base

*Cat. no.*

*Oak*

<b>23115</b>	Outside size 19 $\frac{3}{8}$ in. high, 20 in. wide, 15 $\frac{3}{4}$ in. deep. Capacity 21,000 lightweight, 16,225 medium weight, or 13,925 heavyweight cards . . . .	\$36.00
	Lock, controlling all trays, additional	6.50
<b>2381</b>	Swivel base, 27 $\frac{1}{4}$ in. high, additional	12.00
<b>23812</b>	Leg base, 26 in. high, additional . .	8.00
<b>23615</b>	Pedestal base, 26 in. high, additional	12.00

## 20-tray cabinet on high leg base

*Cat. no.*

*Oak*

<b>23120</b>	Outside size 20 in. high, 27 $\frac{1}{2}$ in. wide, 16 $\frac{3}{4}$ in. deep. Capacity 28,000 lightweight, 21,650 medium weight, or 18,550 heavyweight cards . . . .	\$48.00
	Lock, controlling all trays, additional . . . . .	8.50
<b>2381</b>	Swivel base, 27 $\frac{1}{4}$ in. high, additional . . . . .	12.00
<b>23820</b>	Leg base, 26 in. high . . . .	8.00
<b>23620</b>	Pedestal base, 25 $\frac{7}{8}$ in. high . .	14.00



No. 23120 with no. 23820 leg base



No. 23130 with no. 23830 leg base

### 30-tray cabinet with leg base

<i>Cat. no.</i>		<i>Oak</i>
<b>23130</b>	Outside size, 23½ in. high, 34 in. wide, 16¾ in. deep. Capacity 42,000 lightweight, 32,450 medium weight, or 27,850 heavyweight cards . . . . .	\$72.00
	Lock, controlling all trays, additional . . . . .	10.50
<b>23830</b>	Leg base, 22¾ in. high, additional . . . . .	9.00
<b>23630</b>	Pedestal base, 22¾ in. high, additional . . . . .	15.00

### 60-tray cabinet with leg base

<i>Cat. no.</i>		<i>Oak</i>
<b>23160</b>	Outside size, 60 in. high (including base 79 in.), 42½ in. wide, 17½ in. deep. Capacity 84,000 lightweight, 64,925 medium weight, or 55,675 heavyweight cards. Price with leg base . . . . .	\$149.50
	Price with pedestal base . . . . .	156.50
	Lock, controlling all trays, additional . . . . .	15.50

### Larger cabinets

Cabinets with any number of trays desired may be furnished to order of the same materials, construction, and finish as the above. Sketches and prices on application.



No. 23160 with leg base



# Administrative records

## Charging systems

EVERY library which circulates books must have some system for keeping an accurate record of its borrowers and the books they take out. A charging system should show the distribution of every piece of library property loaned, with the name and address of the person responsible for it, and the date for its return. The system should be so simple in operation that the business at the charging desk may be transacted rapidly, in order to avoid undue detention of borrowers and the accumulation of crowds during the busy hours of the day.

A charging system requires application blanks, a borrowers' register, either in card or book form, call slips, book cards, borrowers' cards or pockets, date slips, stamp outfits, trays for filing cards, and date guides behind which book cards are filed.

*The application card or slip* is filled in and signed by the person desiring to become a borrower, space being allotted for the signature of the indorser or guarantor, if required. These blanks are filed by name in a tray, forming an alphabetic index to borrowers. The borrower's number is generally noted on the application card.

*The borrower's register* is usually a book record of the name and address of each borrower, with the number assigned in the order of registry. This number is also written on the borrower's card and may be used in charging loans. The book register of borrowers is uniform in size with the L. B. order and binding books, and is ruled and printed with headings for number, name, and address. There are twenty-five lines to the page, half-numbered in the left margin.

*Call slips* are used by the borrower, and are necessary only when books are not accessible, to designate the number of the book desired; where the borrower's card is used the card and call slip are handed in together.

*The borrower's card*, bearing his name, address, and registry number, is handed in when a book is applied for or returned. In the Browne system, later described, a card pocket is substituted for the card.

*The book or charging card* represents the book, and when the book is loaned the card is retained in the library. The call number, consisting of the classification number and the book number, with any other identifying marks the librarian may desire, is written on the book card.

*The date slip* is pasted on the last fly-leaf of the book and on it is stamped the date the book is due or date loaned. It is advisable to note the call number on the date slip to aid in locating the book card in the charging tray.

*The book pocket* should be pasted inside the back cover of the book to hold the book card when the book is in the library or the borrower's card when the book is out. The date slip may be combined with the book pocket.

Of the many charging systems which have been devised, the following are the most practical. One of these will be found applicable to the needs of any library.

## Newark system

Long experience in dealing with the needs of libraries, large and small, leads to the recommendation of this system, because of its economy both in first cost and in the time of the attendant, as well as for its simplicity and exactness of record. It consists of:

- (1) A borrower's card for each person entitled to draw books. (See No. 1127.1, page 21.)

- (2) A book pocket for each book. (See Nos. 1173, 1165, or 1165.1, page 24.)
- (3) A date slip for each book. (See No. 1137, page 22.)
- (4) A book or charging card for each book. (See No. 1150, page 23.)
- (5) One set of date guides, printed with the days of the month, to show due books. (See No. 11856, page 27.) One set of alphabetic guides for borrowers' cards, when retained in the library. (See No. 1185, page 27.)
- (6) A charging tray (see No. 1200, page 26) with date guides for holding the book cards of books out on loan, and with alphabetic guides for borrowers' cards retained in the library.
- (7) A register of borrowers, arranged numerically, either card or book form, the latter preferred. (For book form, see No. 1087, page 21 — for card form, see No. 33110, page 6.)
- (8) An application card or slip arranged alphabetically. (For slips, see page 20.)
- (9) It is possible to substitute for "2" and "3" a combined book pocket and date slip. (See Nos. 1172 and 1172.1, page 25.)
- (10) Date outfits. (See page 34.)

The borrower's card is the important feature of this system, placing as it does the definite responsibility for the care of the book on every card holder or borrower. This card bears the borrower's name, address, registry number, and any other data which the library may choose, and has space for charging the books as borrowed.

The book pocket is pasted on the inside of the back cover. This holds the book card when in the library, or the borrower's card while the book is in his possession.

Each book or charging card represents a book. Call number and title of book are written thereon and the charging entries necessary. The book card receiving the borrower's number each time the book is loaned serves as a record of the usefulness of the book, and in case it is overdue or injured shows the borrower responsible.

### Plan of use

When a book is taken from the shelf to the charging desk, the book card is removed from the book pocket and number of borrower and date are stamped thereon, the same date also being stamped on the borrower's card and the date slip. The borrower's card is then placed in the book pocket and the book delivered.

The book card, at a convenient time, is filed in the charging tray back of a date guide showing when the book is due. This record shows that the book is out of the library and to whom charged. By the use of date guides, overdue books are automatically brought to attention. On returning the book the borrower again presents his card, which is stamped with the date returned.

At the convenience of the attendant, the book card is found in the tray by reference to the date slip, and returned to the book pocket.

### Browne system

The principal difference between this system and the Newark system is that the borrower is represented by a card pocket instead of a borrower's card. The material required is:

- (1) A card pocket, printed with number, name, and address, for each person entitled to draw books. (See No. 1171, page 25.)
- (2) A book pocket for each book. (See Nos. 1167.1 or 1165.1, page 24.)
- (3) A date slip for each book. (See No. 1137, page 22.)
- (4) A book or charging card for each book. (See Nos. 1151 or 1148, page 23.)
- (5) One set of date guides, printed with the days of the month, to show due books. (See No. 11871, page 27.) One set of alphabetic guides for the card pockets. (See No. 1187, page 27.)



- (6) A charging tray for guides described above. (See No. 1202, page 26.)
- (7) An application card or slip arranged alphabetically. (See page 20.)
- (8) Date outfits. (See page 34.)
- (9) It is possible to substitute for "2" and "3" a combined book pocket and date slip. (See Nos. 1172 and 1172.1, page 25.)

### Plan of use

When the book is taken from the shelf, the book card is removed from the book pocket and the date stamped thereon, the same date also being stamped on the date slip. The book is then delivered to the borrower.

The book card is placed in the card pocket, and the filing of the conjoined book card and card pocket may be done at the convenience of the attendant. These are filed in the charging tray behind the date guide, showing when the book is due. This record shows that the book is out of the library and to whom charged. By the use of date guides, overdue books are automatically brought to attention.

When the book is returned the conjoined book card and card pocket are found in the charging tray by reference to the date on the date slip in the book. The book card is then placed in the book pocket, and the card pocket is kept available for another loan.

If the borrower leaves the library without taking a book, the card pocket is filed in its alphabetical arrangement in the charging tray.

## L. B. Simplified charging system

This simple, efficient system of charging books is recommended for use in small libraries, particularly the institutional or small school library where a minimum number of forms is desired.

The supplies required for the working of this system are:

- (1) A combined date slip and book pocket, one for each book to be circulated. (See Nos. 1172 or 1172.1, page 25.)
- (2) A book card, one for each book to be circulated. (See No. 1152, page 23.)
- (3) A charging tray. (See No. 1203.1, page 26.)
- (4) One set of date guides. (See No. 11851, page 27.)
- (5) One band-dating stamp. (See No. 1307, page 34.)
- (6) One ink pad. (See No. 1325, page 35.)

When the book is taken from the shelf, the book card is removed from the book pocket and the name of the borrower written, and the date that the book is due or loaned stamped on the book card. This date is also stamped on the date space of the combined book pocket. The book card is then placed in the charging tray behind the date guide, indicating the date on which the book is due.

When the book is returned the book card is taken from the charging tray and the loan is cancelled by drawing the pen or pencil through the borrower's name and the date. The book card is then placed in the book pocket and the book is again ready for the shelf.

This system presupposes that the library possesses a list of the borrowers who are known to the attendant.

The book pocket recommended combines a date due slip, which informs the borrower when the book is due, and also provides a pocket in the book for holding the book card.

Other forms of book pockets may be substituted, and in order of preference are:

Nos. 1173, 1165, 1170, 1167.1, and 1167.2. If one of these is used the No. 1137 date slip is necessary, in addition.

# Material for charging systems

## Application and Guarantor's forms

When filed these form an alphabetical list of borrowers, giving a permanent registration in which changes may be made as in an ordinary card catalog.

I, \_\_\_\_\_ agree to be responsible for any books of the \_\_\_\_\_  
No. 1124 (BACK)  
which I have or may have or may be damaged by the applicant.

The undersigned agrees to be responsible for any loss of, or damage to the  
books of the \_\_\_\_\_  
taken out by the applicant. 1125 (BACK)

No. \_\_\_\_\_  
Expires \_\_\_\_\_  
I, \_\_\_\_\_ a resident of \_\_\_\_\_  
hereby apply for the right to use the \_\_\_\_\_  
and promise to obey all its rules, and to give IMMEDIATE NOTICE at the Library of any change of residence  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Age \_\_\_\_\_  
Place of business or school \_\_\_\_\_  
Parent's name \_\_\_\_\_  
Parent's place of business \_\_\_\_\_

No. \_\_\_\_\_  
Expires \_\_\_\_\_  
I, \_\_\_\_\_ a resident of \_\_\_\_\_  
hereby apply for the right to use the \_\_\_\_\_  
and promise to obey all its rules, and to give IMMEDIATE NOTICE at the Library of any change of residence  
Address \_\_\_\_\_  
Place of business \_\_\_\_\_  
Occupation \_\_\_\_\_

No. \_\_\_\_\_  
I, a resident of \_\_\_\_\_ over twelve  
years of age, living at \_\_\_\_\_  
hereby applying for the right to use the \_\_\_\_\_  
and promise to obey all its rules, and to give IMMEDIATE NOTICE at the Library of any change of residence 1126  
(Sign name) \_\_\_\_\_  
Recommended by \_\_\_\_\_  
Residence \_\_\_\_\_

No. \_\_\_\_\_  
Applicant should write nothing above this line.  
I, the undersigned, a resident of \_\_\_\_\_  
hereby apply for the right to use of borrowing books from the \_\_\_\_\_  
I promise to obey all rules, give immediate notice of change of residence, pay all fines, and  
not make good any injury or loss to the Library incurred by me.  
(Sign of borrower) \_\_\_\_\_ 1126.1  
I agree to be responsible for the books loaned by this applicant of the above agreement, and for any  
loss to the Library incurred through said applicant.  
(Sign of guarantor) \_\_\_\_\_  
This agreement to be in force until revoked by formal notice  
Address \_\_\_\_\_

**Form 1124.** Juvenile application form with guarantor's signature on reverse side. Printed on buff bond stock.

**Form 1125.** Adult application form with guarantor's signature on reverse side. May also be used for Juvenile application if desired. Printed on white bond stock.

**Form 1126.** Application form printed on one side only. Has line for signature of person recommending the applicant. Printed on white index card stock.

**Form 1126.1.** Combined application and guarantor's card, printed on one side only. Name of library and town printed in. White index card stock.

**Form 1126.2.** Same form as 1126.1 on Manila stock.

## Prices

Cat. no.		Per 100	Per 1000	Per 5000
1124	.	\$ .25	\$1.80	
1125	.	.25	1.80	
1126	.	.35	2.70	
1126.1	Printed with name of library and town	.	3.70	\$16.50
1126.2	" " " " " " " "	.	3.00	12.10
1126.1	Without name of library and town	.45		
1126.2	" " " " " " " "	.35		



## Borrowers' cards

No. ....

1127.1

IS ENTITLED TO DRAW BOOKS FROM THE

**WELLESLEY FREE LIBRARY**

AND IS RESPONSIBLE FOR ALL BOOKS TAKEN ON THIS CARD.

DUE	RETURNED	DUE	RETURNED

No. ....

1127.2

IS ENTITLED TO DRAW BOOKS FROM THE

AND IS RESPONSIBLE FOR ALL BOOKS TAKEN ON THIS CARD.

LOANED	RETURNED	LOANED	RETURNED

Surname ..... Given Name ..... No. ....

Street and No. ....

Being a resident of ..... over 16 years of age,

I hereby agree, as a borrower from the ..... to pay promptly any fines due from me for over-detention of books or for injuries of any kind beyond reasonable wear to any book while it is charged to me.

.....191 Name Signed.....

Date borrowed	Book	Date returned	Date borrowed	Book	Date returned	Date borrowed	Book	Date returned

**B**ORROWERS' cards 1127.1 and 1127.2 used in the Newark charging system, are carried in stock in buff card index stock, extra heavy, other colors to order.

**1127.1.** Buff extra heavy weight index stock. Columns printed: Due, Returned.

**1127.2.** Buff extra heavy weight index stock. Columns printed: Loaned, Returned.

**1127.** Combined application and borrower's card. Face carries agreement and record of loans which are also carried to back for additional entries. Furnished with or without name of library printed in.

### Prices

Cat. no.		Per 500	Per 1000	Per 5000	Cat. no.		Per 1000	Per 100
1127.1 and 1127.2	Printed with name of library	\$2.45	\$3.75	\$13.75	1127	With library name	\$4.85	
1127.1 and 1127.2	Without name of library	2.75				Without library name	3.60	\$ .40

## Borrowers' register — book form

No	Name	Residence
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		

No	Name	Residence
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		

For recording borrowers' names and addresses in numeric order. Page size 20 × 25 cm., 25 lines to a page. Books are carried in stock half numbered. May be furnished full numbered every fifth line.

Cat. no.		Half no'd	Full no'd
1087	1000 line register, pressboard covers	\$1.80	\$2.15
1088	2000 " " half Russia "	2.40	3.10
1089	5000 " " " " "	3.60	5.35
1090	10000 " " " " "	7.20	10.70

## Date slips

The diagram illustrates five different date slip forms arranged in a cross-like pattern. At the top center is form 1137, titled 'Date Due'. To its left is form 1137.1, titled 'SEVEN DAYS'. To its right is form 1137.14, titled 'FOURTEEN DAYS'. Below form 1137 are two more forms: 1137.2 on the left and 1137.24 on the right, both titled 'SEVEN DAYS'. Each form consists of a header section with text and a grid of boxes for dates. The header text for 1137.1, 1137.2, 1137.14, and 1137.24 includes a fine amount (1 cent or 2 cents) and a note about the book being kept over time.

Standard 33 size (12.5 x 7.5 cm.). Printed on manila stock.

<i>Cat. no.</i>		<i>Per 1000</i>
1137	Date due slip . . . . .	\$1.50
1138	Date loaned slip. Same form as 1137 except printed "Date Loaned"	1.50
1137.1	Seven day slip, 1 cent fine . . . . .	1.50
1137.2	" " " 2 " " . . . . .	1.50
1137.14	Fourteen day slip, 1 cent fine . . . . .	1.50
1137.24	" " " 2 " " . . . . .	1.50

## Call slips

Plain paper slips, white and manila. Other colors to order.

<i>Cat. no.</i>		<i>Per 1000</i>
1160	5 x 5 cm. . . . .	\$ .25
1161	5 x 7.5 cm. . . . .	.30

Not furnished in packages of less than 1000 of one color.



## Book or charging cards

**T**HE cards illustrated and listed below are carried in lightweight card stock in six colors: white, buff, blue, salmon, fawn, green (other colors to order), with the exception of form 1152, which is carried in white only, and 1146 in white paper only.

Forms 1145 and 1148 (narrow columns), and 1150 and 1151 (wide columns) are used in the Newark and Browne charging systems.

Form 1152 is designed for use with the L. B. Simplified charging system or where libraries write the name of the borrower on the card.

Form 1146 is a plain white slip without ruling, for use with the Browne charging system.

<i>Cat. no.</i>		<i>Per 100</i>	<i>Per 1000</i>
<b>1145</b>	7.5 x 12.5 cm. . . . .	\$ .25	\$1.75
<b>1146</b>	5 x 7.5 cm. (no ruling or printing) . . . . .	.12	1.00
<b>1148</b>	5 x 12.5 cm. . . . .	.25	1.50
<b>1150</b>	7.5 x 12.5 cm. . . . .	.25	1.75
<b>1151</b>	5 x 12.5 cm. . . . .	.25	1.50
<b>1152</b>	7.5 x 12.5 cm. . . . .	.25	2.00

**Brooklyn  
Public Library**  
Pacific Branch  
Fourth Ave. and Pacific Street  
Tel. 1100 Prospect  
Open 9 A. M. to 9 P. M.  
Sundays and Holidays  
2 to 6 P. M.

#### Regulations

Any inhabitant of New York may take books from the Library. Two books may be held at the same time, but only one may be a work of fiction. Each book may be kept two weeks, except books in great demand, which may be restricted by the Librarian to one week. A book that may be kept two weeks may be renewed for two weeks more on application, unless it is reserved for another borrower. When renewing book by mail or telephone give title, number, and date charged. Each book kept overtime is subject to a fine of two cents a day until its return; if retained two weeks overtime it will be sent for at the borrower's expense. Books should be examined for mutilations, etc., at the time of borrowing, as the last borrower must be held responsible.

Library Bureau 21-1088

Brooklyn book pocket

## Brooklyn book pocket

A very popular form of book pocket owing to its security and the ease with which book card may be inserted or removed. Made of heavy manila stock.

Cat. no.	Lots of		Plain		Printed with rules of library	
			Per 500	Per 1000	Per 500	Per 1000
1173	500		\$1.75	.....	\$4.85	.....
	1000		\$3.00	.....	\$6.35	.....
	3000			.....	4.95	.....
	5000			.....	4.40	.....
	10000			.....	3.75	.....
	20000			.....	3.35	.....

## Acme book pocket

One of the earliest forms of book pocket and much used today. Made of tough manila stock; heavy and medium weights. This pocket may be used for either the 12.5 x 7.5 or 12.5 x 5 cm. cards.

### Heavy weight Acme pocket

Cat. no.	Plain, per 500	Per 1000
1165	\$1.75	\$3.00
Printed to order with rules of library		
	Per 500	Per 1000
Lots of 500	\$4.85	.....
" " 1000	\$6.35	.....
" " 3000	4.95	.....
" " 5000	4.40	.....
" " 10000	3.75	.....
" " 20000	3.35	.....

Cat. no.	Printed with an approved set of rules adapted to the average small library
1165.11	Per 1000 ..... \$3.75

## Manila book pocket strip

An inexpensive form of pocket which will take any size card. Held in place by pasting the diagonal edges to the book. Made of heavy manila stock.

Cat. no.	Plain
1170	Per 1000 ..... \$ .85
	Printed with rules of library
	Per 1000 ..... \$2.75

## LIBRARY RULES

- I. Library hours A. M. to P. M. every day except
- II. One volume may be drawn by each reader and kept two weeks.
- III. A fine of 1 cent a day shall be paid for each book kept overtime
- IV. All losses or injury beyond reasonable wear must be promptly adjusted.

KEEP YOUR CARD IN THIS POCKET

MADE BY LIBRARY BUREAU

CAT. NO. 1167.1

Open end book pocket

## Open end book pocket

A convenient form of book pocket used in many libraries. Made of strong manila stock. Will take either 12.5 x 7.5 or 12.5 x 5 cm. cards.

Cat. no.	Plain
1167.2	Per 500 ..... \$1.50
	" 1000 ..... 2.75
	Printed with set of rules (illustrated above)
1167.1	Per 500 ..... \$2.00
	" 1000 ..... 3.75

### Medium weight Acme pocket

Cat. no.	Plain
1165.1	Per 500 \$1.65. Per 1000 \$2.75
Printed to order with rules of library	
	Per 1000
Lots of 500	\$4.75
" " 1000	\$6.10
" " 3000	4.70
" " 5000	4.15
" " 10000	3.45

Cat. no.	Printed with an approved set of rules adapted to the average small library
1165.11	Per 1000 ..... \$3.75

## Manila book pocket strip

An inexpensive form of pocket which will take any size card. Held in place by pasting the diagonal edges to the book. Made of heavy manila stock.

Cat. no.	Plain
1170	Per 1000 ..... \$ .85
	Printed with rules of library
	Per 1000 ..... \$2.75

Manila book pocket strip

**BOSTON PUBLIC LIBRARY**  
Copley Square.

#### Shelf No.

Two books allowed at a time, to be kept 14 days (or 7 days in the case of certain recent publications) Not to be renewed. Borrowers finding this book mutilated are expected to report it.

#### EXTRACT FROM RULES.

##### ARTICLE VI.

SECTION 1. Any person who takes a volume beyond the time for which it is lent shall pay a fine of two cents for each and every day of such detention, and three cents for each bottle of such detention sent by post. For every two weeks a book is so detained beyond the time limit, such person shall pay an additional fine of twenty-five cents.

SECTION 2. A book so detained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing such book. No books shall be delivered to any person, or upon his library card, until all fines and charges due from him are paid.

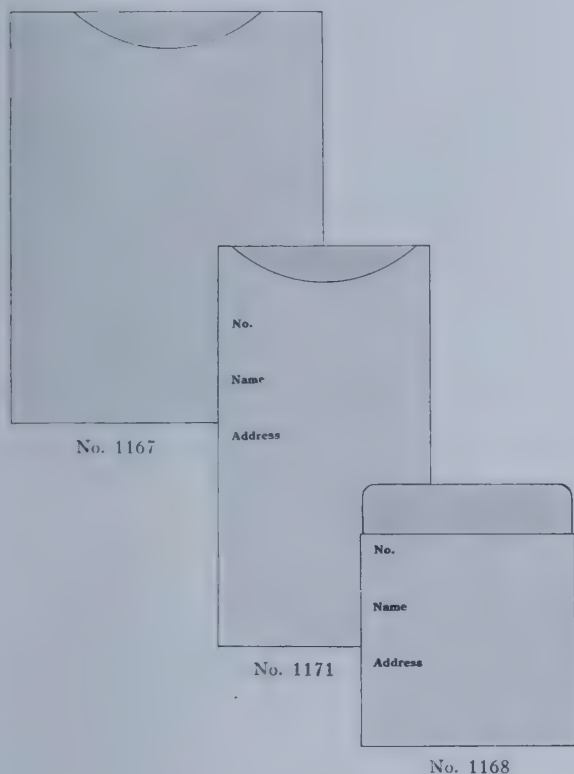
Keep Your Card in this Pocket.

Acme book pocket

**MEADOWS PUBLIC LIBRARY.**  
Extract from the Regulations  
Any reader of the library may take out two books, provided that, at the time of borrowing, the books are not overdue. If a book is not returned by the date specified, the reader shall be liable for the cost of the book. If a book is lost, the reader shall be liable for the full cost of the book. If a book is damaged, the reader shall be liable for the cost of the book. If a book is not returned by the date specified, the reader shall be liable for the cost of the book. If a book is lost, the reader shall be liable for the full cost of the book. If a book is damaged, the reader shall be liable for the cost of the book.



## Book or card pockets (*Continued*)



### Card pockets for Browne charging systems

These three pockets are designed for use in the charging tray to hold the book card when the book is out of the library. These can be furnished plain, or printed with number, name and address as illustrated.

#### Prices

<i>Cat. no.</i>		<i>Plain</i>	<i>Printed</i>
<b>1167</b>	Heavy manila stock, per 1000 For 7.5 x 12.5 cm. cards	\$3.00	\$3.50
<b>1171</b>	Heavy manila stock, per 1000 For 5 x 12.5 cm. cards	2.75	3.25
	Heavy blue stock (to order)		
<b>1168</b>	“ manila stock per 1000 For 5 x 7.5 cm. cards	2.75	3.25
	Heavy blue stock (to order)		

### Asbury combined book pocket and date due slip

Fills the double requirement of book pocket and date due slip. A convenient form of book pocket for the small library. Endorsed by many State Library Commissions. Made for one week and two weeks' books.

<i>Cat. no.</i>		<i>Per 1000</i>
<b>1172</b>	For one week books. Heavy white ledger paper . . . . .	\$1.95
<b>1172.1</b>	For two weeks' books. Heavy manila stock . . . . .	1.95

**ONE WEEK BOOK**  
**TO BE RETURNED ON OR BEFORE**


For every day beyond this there shall be a fine of 2 cents

Library Bureau CAT. NO. 1172

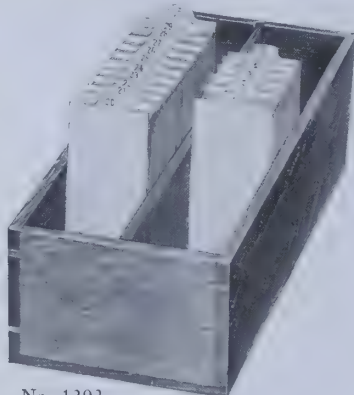
## Charging trays

**F**OR book or charging cards. Made of carefully selected white quartered oak, dovetail construction. Light antique oak finish. Furnished to order in golden oak. Fitted with L. B. adjustable steel follower. Felt corner pads on the bottom to prevent marring of desk. The compartments in these trays are wide enough to take the card pocket when used in connection with the Browne charging system.



No. 1201

*Cat. no.*



No. 1202



No. 1202.1

<i>Cat. no.</i>		<i>Tray only, each</i>
<b>1201</b>	Single compartment tray for 1146 charging slips. Capacity 1200 slips with date guides 1-31 . . . . .	\$1.25
<b>1202</b>	Two compartment tray for 1148 charging cards. Capacity 2000 cards with date guides 1-31 . . . . .	2.50
<b>1202.1</b>	Single compartment tray for 1148 charging cards. Capacity 1000 cards with date guides 1-31 . . . . .	1.50



No. 1200

*Cat. no.*

*Tray only  
each*

**1200** Two compartment tray for 1145 charging cards. Capacity 2000 cards with date guides 1-31. Shut-over cover . . . \$3.50

**1203** Single compartment tray for 1145 charging cards. Capacity 1000 cards with date guides 1-31 . . . . . 1.50

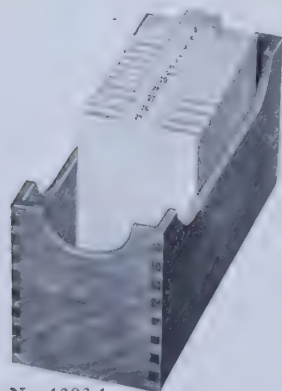
**1203.1** Single compartment tray for 1145 charging cards. Capacity 800 charging cards with date guides 1-31 . . . . . 1.00



No. 1203

## Sorting trays

A great convenience for temporary notes or for working over cards before filing, during the process of compiling or writing card catalogs, records, etc.



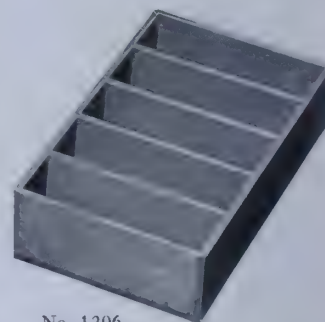
No. 1203.1

*Cat. no.*

*Tray only  
each*

**1206** Oak tray, 2 <sup>3</sup>/<sub>8</sub> in. high with 5 compartments for cards either 32 size (5 x 12.5 cm.) or 33 size (7.5 x 12.5 cm.) . . . . . \$1.25

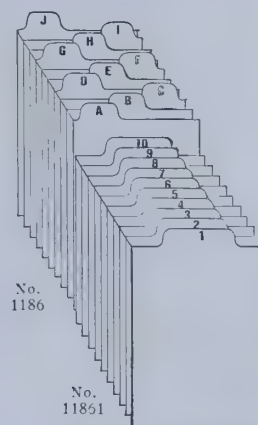
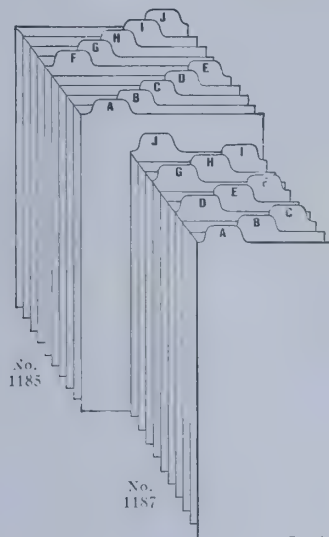
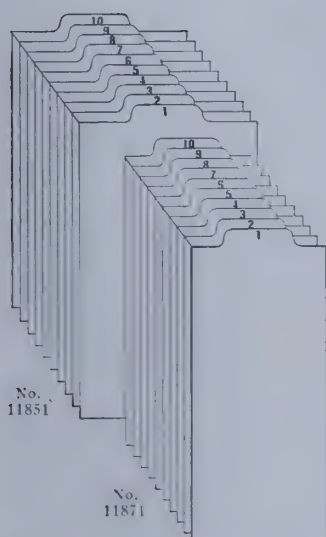
**1207** Oak tray as above except 1 <sup>3</sup>/<sub>4</sub> in. high . . . . . 1.25



No. 1206



# Guides for charging systems



Cat. no.			Per set	Per set celluloided
11851	For 1145 charging cards, 1-31, buff,		\$ .35	\$ .95
1185	" " " " A-Z, "		.30	.80
11871	" 1148 " " 1-31, "		.35	.90
1187	" " " " A-Z, "		.30	.75
11861	" 1146 " " 1-31, "		.30	.85
1186	" " " " A-Z, "		.25	.70
11856	" 1145 " " 1-31, heavy grey pressboard, celluloided,			1.25

## "Fine" guides for charging systems

Used in the charging tray as a record of overdue books. An aid to the librarian in assessing fines and a check against mistakes during the busy hours at the charging desk, as they obviate the necessity of calculating the fine.

Guides are made for 1-cent or 2-cent fines, and to fit both 1145 and 1148 size charging cards. The sets comprise 7 guides; one set with projections printed 1 cent to 7 cents inclusive; the other, 2 cents, 4 cents, etc., to 14 cents inclusive.

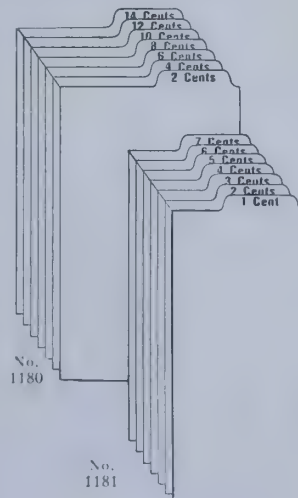
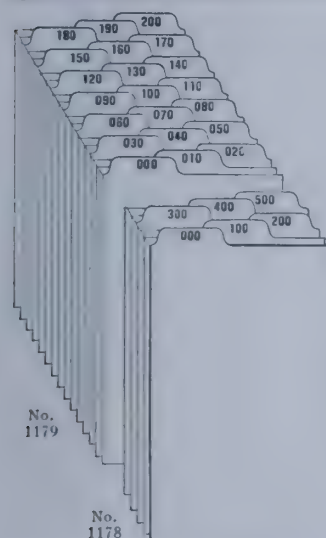
Carried in L. B. Standard buff and heavy grey pressboard guide stock. Inset celluloided with special L. B. reinforced process.

Cat. no.		Per set
1180	For 1145 cards, buff . . . . .	\$ .25
11806	" " " grey pressboard . . . . .	.35
1181	" 1148 " buff . . . . .	.25
11816	" " " grey pressboard . . . . .	.35

In ordering, always specify whether 1-cent or 2-cent fine guides are wanted.

## First and second summary guides

For college and university libraries where the book cards are filed at the desk in classified arrangement instead of with the books on the shelves. Heavy grey pressboard guides printed with the Dewey decimal classification numbers, and celluloided, furnished in two



Cat. no.		Per set
1178	Printed with the 10 main numbers of the first summary . . . . .	\$ .70
1179	Printed with 100 numbers of the second summary . . . . .	7.00



## Accession books

**L**IBRARY BUREAU accession books are the standard approved form and size. Made of the best linen ledger stock.

Half numbered books have the units and tens repeated throughout. Full numbering is completed by prefixing the 100's and 1000's at every 10th line in the "Standard" and every 5th line in the "Condensed." Name of library lettered on the binding without extra charge. Books have explanatory preface with full code of rules. Accession books for special records to order.

## Condensed accession books

Widely adopted by libraries of every size. Similar in form to the "Standard" accession book but with narrower columns. Page size 20 x 25 cm. (approx. 8 x 10 in.), 25 lines to the page.

Date														
NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BINDG	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS	
01														
02														
03														
04														
05														
06														
07														
08														
09														
10														
11														

<i>Cat. no.</i>		<i>Half no'd</i>	<i>Full no'd</i>	<i>Cat. no.</i>		<i>Half no'd</i>
<b>1057</b>	2000 lines, half Turkey morocco binding	\$3.40	\$4.20	<b>1063</b>	Unbound sheets (25 lines to a page) per 100	\$3.40
<b>1058</b>	5000 " " " " " "	5.75	7.60		per 10	.75
<b>1059</b>	1000 " pressboard covers . . .	1.25	1.60			

## A. L. A. Standard accession book

Date																
ACCESSION	CLASS	BOOK	VOL.	AUTHOR	TITLE	PLACE & PUBLISHER	DATE	PAGES	SIZE	BINDING	SOURCE	COST	REMARKS			
01																
02																
03																
04																
05																
06																
07																
08																
09																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																

Page size 30 x 35 cm. (approx. 12 x 14 in.), 40 lines to the page.

<i>Cat. no.</i>		<i>Half no'd</i>	<i>Full no'd</i>	<i>Cat. no.</i>		<i>Half no'd</i>	<i>Full no'd</i>
<b>1052</b>	2000 lines, half Turkey morocco . . .	\$5.50	\$6.30	<b>1055</b>	1000 lines, pressboard covers . . .	\$2.10	\$2.35
<b>1053</b>	5000 " " " " " "	9.20	11.00	<b>1056</b>	Unbound sheets (40 lines to a page)		
<b>1054</b>	10000 " " " " " "	15.00	18.65		per 100	8.10	
					per 10	1.30	



# LIBRARY SUPPLIES

## Accession books—Continued

Date						Date							
NUMBER	AUTHOR	TITLE	PUBLISHER	Year	Cost	REMARKS	NUMBER	AUTHOR	TITLE	PUBLISHER	Year	Cost	REMARKS
76							01						
77							02						
78							03						
79							04						
80							05						
81							06						
82							07						
83							08						
84							09						
85							10						
86							11						
87							12						
88							13						
89							14						
90							15						
91							16						

### School accession book

For use in school and other small libraries. Standardized by the N. Y. State Education department.

Cat. no. **1060** 500 lines. Pressboard covers . . . . . \$ .75

### Museum accession book

For recording the number and class of specimens received, with their location, etc. Page size 25 x 35 cm. (approx. 10 x 14 in.), 25 lines to the page.

Cat. no. **1066** 5000 lines, half Turkey morocco . Half no'd \$7.50 Full no'd \$9.20

### Circulation statistics book

Prepared from A. L. A. uniform library statistics. Has daily record sheet as illustrated, also monthly summary sheet for the year, and form for keeping other statistics recommended by the A. L. A.

Cat. no. **1070** For one year record. Pressboard covers. Size 13½ x 15 in. . . . . \$ .75  
Books for 3 or 5 years' record supplied on order

ADULT																									JUVENILE																								
CIRCULATION STATISTICS																									Library																								
RECORDED IN ADULT ONLY TOTAL																									RECORDED IN JUVENILE ONLY TOTAL																								
Month																									Month																								
Year																									Year																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	REMARKS																	
1																																																	





# LIBRARY SUPPLIES

## Periodical record cards

Name																															No. Copies			Expires				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
Jan.																																	Ordered of			Price		
Feb.																																	Date					
Mar.																																	Bill Date					
Apr.																																	Call No.			Title		
May																																	1106			1106		
June																																	1106			1106		
July																																	1106			1106		
Aug.																																	1106			1106		
Sep.																																	1106			1106		
Oct.																																	1106			1106		
Nov.																																	1106			1106		
Dec.																																	1106			1106		

For maintaining a convenient and accurate record of the receipt, the name, publisher, price, and other particulars regarding each periodical received by the library. Size of card 7.5 x 12.5 cm.

Cat. no. 1105 For monthly record . . . . . \$ .75 \$5.25 Cat. no. 1106 For daily or weekly record . . . . . \$ .75 \$5.25

## Periodical record sheets

No. 1101												No. 1102												
1	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TITLE											
2													List Price											
3													COST											
4													Ordered											
5													FROM											

Sometimes called day and serial blanks, and used in some libraries in place of periodical record cards. Ruled and printed on both sides, on heavy ledger paper, and punched for L. B. shelf list binder. Size of sheet 20 x 25 cm.

Cat. no. 1101 Day blanks . . . . . \$ .30 \$2.25 Cat. no. 1102 Serial blanks . . . . . \$ .30 \$2.25  
 1556 Common Sense binder (half Russia) for above sheets, each . . . . . 1.25

## L. B. Order book

Number	AUTHOR	TITLE	PLACE & PUBLISHER	Year	Vols	Size	Binding	FROM	List Price	Net Price	Reced	REMARKS
01												
02												
03												
04												
05												

An essential part of the order system, and one of the most important record books of the library. It has special columns and printed headings for all data relating to books ordered. Size of sheet 20 x 25 cm., 25 lines to the page. The unbound sheets may be used to send as order sheets to the dealer. Sample sheet on request.

Cat. no. 1074 2000 lines, half Turkey morocco . . \$2.90 \$3.70 Cat. no. 1075 5000 lines, half Turkey morocco . . \$5.25 \$7.10  
 1078 Unbound sheets, per 100 (5000 lines) . . . . . 2.90  
 " " " 10 (500 " ) . . . . . .50

# Order slips

		WRITE LEGIBLY	NOT RUSH
Ordered Of	Do not write at the left of this line	Author (Surname first)	
		Title	
Received		Edition	Place
Cost		Date	Vol.
Charged to		Recommended by	Est. Cost
Not now ordered		Address	Approved
Not in Library			
Library Bureau		-A	

Fill out above as fully as possible.  
Cross out NOT in NOT RUSH, if in special haste.  
Give reasons for purchase on back.

A CARD for recording necessary data regarding books ordered for library use. Also used as a blank on which the public may recommend new books to be added to the library. Printed on heavy manila stock, both sides. Standard 33 size (7.5 x 12.5 cm.).

Cat. no. Per 1000  
**1110** Order slip . . . . . \$2.25  
 Order slip printed with name of library . . . . . 3.00

# Binding book

Binding No.	LETTERING	REMARKS	Color	Style	Size	Vol.	Total Price	Library No.	Sent	Ret'd
01										
02										
03										
04										
05										

FOR recording in complete and accurate form, and in consecutive order, all books sent to the bindery. Orders to the binder are made on binding slips (1112) one for each volume, or unbound sheets may be used to send to the binder instead of the binding slips. Printed on linen ledger paper with special ruling and headings as shown in cut. Each page (size 20 x 25 cm.) allows 25 entries.

Cat. no.		Price
<b>1080</b>	1000 lines, pressboard covers . . . . .	\$1.75
<b>1081</b>	2000 " half morocco covers . . . . .	4.35
<b>1082</b>	5000 " " " " . . . . .	5.75
<b>1085</b>	Unbound sheets, per 100 . . . . .	2.90

# Binding slips

A binding slip should accompany each book sent to the bindery, and should contain concise and definite instructions for the work desired. Three stock forms are in use as follows:

Cat. no.		Per 100	Per 1000
<b>1112</b>	Printed on both sides. On one side, panels of the book are ruled off, and on reverse are printed general details of color, size, etc. Standard 33 size (7.5 x 12.5 cm.). Printed on blue paper . .	\$ .30	\$2.50
<b>1112.1</b>	Printed on one side only, with space at right for indicating exact lettering desired on book panels, and at the left for other instructions and details. Standard 33 size, printed on white bond . .	.25	1.75
<b>1112.2</b>	A simplified form of binding slip printed on one side on white bond stock. Standard 33 size . .	.25	1.75

**Binding No.** \_\_\_\_\_

**Price** \_\_\_\_\_

**Color** \_\_\_\_\_

**Style** \_\_\_\_\_

**Size** \_\_\_\_\_

**Vol.** \_\_\_\_\_

**Total Price** \_\_\_\_\_

**Library No.** \_\_\_\_\_

**Sent** \_\_\_\_\_

**Ret'd** \_\_\_\_\_

**DIRECTIONS FOR BINDER**

Author \_\_\_\_\_

Title \_\_\_\_\_

Editor \_\_\_\_\_

Printer \_\_\_\_\_

Place \_\_\_\_\_

Year \_\_\_\_\_

Volume \_\_\_\_\_

Page \_\_\_\_\_

Color \_\_\_\_\_

Style \_\_\_\_\_

Size \_\_\_\_\_

Vol. \_\_\_\_\_

Total Price \_\_\_\_\_

Library No. \_\_\_\_\_

Sent \_\_\_\_\_

Ret'd \_\_\_\_\_

**Class No.** \_\_\_\_\_

**Author** \_\_\_\_\_

**Title** \_\_\_\_\_

**Editor** \_\_\_\_\_

**Printer** \_\_\_\_\_

**Place** \_\_\_\_\_

**Year** \_\_\_\_\_

**Volume** \_\_\_\_\_

**Page** \_\_\_\_\_

**Color** \_\_\_\_\_

**Style** \_\_\_\_\_

**Size** \_\_\_\_\_

**Vol.** \_\_\_\_\_

**Total Price** \_\_\_\_\_

**Library No.** \_\_\_\_\_

**Sent** \_\_\_\_\_

**Ret'd** \_\_\_\_\_

**DIRECTIONS FOR BINDERS**

Author \_\_\_\_\_

Title \_\_\_\_\_

Editor \_\_\_\_\_

Printer \_\_\_\_\_

Place \_\_\_\_\_

Year \_\_\_\_\_

Volume \_\_\_\_\_

Page \_\_\_\_\_

Color \_\_\_\_\_

Style \_\_\_\_\_

Size \_\_\_\_\_

Vol. \_\_\_\_\_

Total Price \_\_\_\_\_

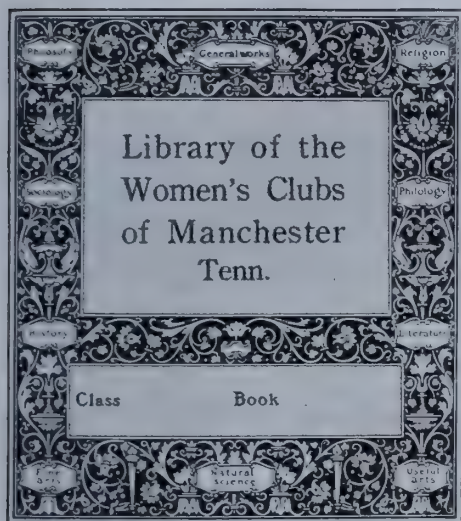
Library No. \_\_\_\_\_

Sent \_\_\_\_\_

Ret'd \_\_\_\_\_



## Book-plates



Full size fac-simile of 1323 book-plate

**L**IBRARY BUREAU has prepared a standard form of book-plate made from special design by the best-known book-plate artist in this country, for the use of such libraries as may not have a book-plate of their own.

L. B. standard book-plates are made in two standard sizes as shown, and beautifully printed in color on Japanese paper.

The name and address of the library is printed in the large open square. Samples will be sent on request.

Library Bureau makes book-plates of special design on any quality of paper or vellum, by printed, photogravure, or copper-plate processes. Estimates on application.

### Prices

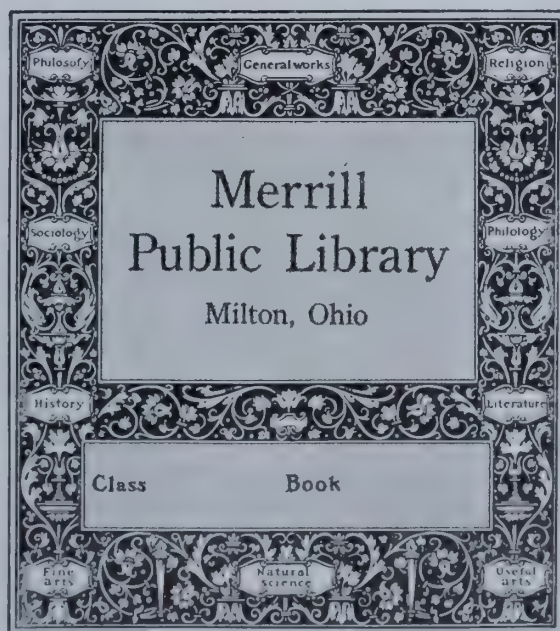
Printed with name of library

#### Small size

Cat. no. <b>1323</b>	Lots of 500 . . . . .	\$2.20
	Lots of 1000 . . . . .	3.30
	Lots of 3000, per 1000 . . .	2.75
	Lots of 5000, " " . . . .	2.50

#### Large size

<b>1324</b>	Lots of 500 . . . . .	\$2.50
	Lots of 1000 . . . . .	3.60
	Lots of 3000, per 1000 . . .	3.30
	Lots of 5000, per 1000 . . .	2.75



Full size fac-simile of 1324 book-plate

## General supplies

ON the following pages are listed the smaller devices used in the daily routine of the library. All of these articles are designed to give the best results at a minimum cost. Most of these articles are in daily use in libraries throughout the country.

In illustrating and listing these articles Library Bureau shows only those specially designed for library purposes and not procurable at the average stationery store.

Many common articles of the stationery trade in frequent use in libraries, such as rubber bands, erasers, pencils, glue, thumb tacks, paste brushes, etc., are not shown in this catalog. Where it will be a convenience to the librarians or when these articles are not easily obtained locally, Library Bureau will be pleased to furnish them at the market prices. These may be included with any orders sent.

### Dates, daters and stamps

The system of date abbreviations designed by Melvil Dewey in 1878 is the briefest possible without ambiguity. This is of importance in a library where the need of quick work at the charging desk makes it difficult to stamp the date in the limited space assigned. In the L. B. dating system the months are written as follows: Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D. The full date is written with day, month, and year, in logical order, and as the letter stands between the figures no punctuation mark is needed; thus, 3 Ag '16 is 3rd of August, 1916. This system calls for no unfamiliar symbols and is perfectly clear to those who see it for the first time. Two sizes of dates are furnished:

STYLE 1      31 Jl '16   19 Mr '17  
STYLE 2      31 Jl '16      19 Mr '17

Style 2 will be furnished unless otherwise specified.

#### Pencil dater

Consists of movable holder attached to lead pencil. A single motion stamps the date without laying down the pencil. A great convenience at the charging desk.

Cat. no.		Price
1303	Complete with dates and ink pad (specify color)	\$1.00
	Date holder only . . . . .	.30



Pencil dater

#### Band dater

With adjustable rubber dates. Dates are quickly and easily changed by simply turning the bands to the desired month, day, and year, or with year blank.

Cat. no.		Price
1307	Dater only . . . . .	\$ .20



Band dater

#### Pad dater

A hand stamp, compact and convenient for date slips and book cards.

Cat. no.		Price
1302	Complete with dates and ink pad (specify color)	\$1.00
	Date holder only . . . . .	.30
1304	Rubber dates, per set . . . . .	.30

(For style see above)



Pad dater

#### Ring dater

A removable holder attached to the unsharpened end of the pencil.

Cat. no.		Price
1306	Complete with dates and ink pad (specify color)	\$1.00
	Date holder only . . . . .	.35



Ring dater



## Automatic numbering machine

For registering the accession number in books or on cards; for numbering papers, reports, letters, etc. The figures shift automatically, and can be changed from consecutive to duplicate or continuous numbering by moving the pointer on the dial. The 5-wheel style E figure stamp is most used, and this style will be shipped unless otherwise specified.



Cat. no.

1310	4-wheel, 1-9,999 . . .	\$12.00
1311	5-wheel, 1-99,999 . . .	14.00
1312	6-wheel, 1-999,999 . . .	16.00
1313	7-wheel, 1-9,999,999 . . .	18.00

STYLE A

12345

STYLE F

12345

STYLE E

12345

STYLE G

12345

*Actual size of type*

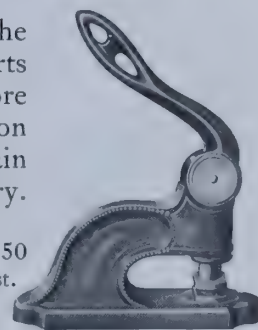
## Embossing stamp

For marking the name of the library on the pages of the book, on plates, maps, and inserts not printed on the regular forms and therefore liable to be removed. It is impossible to iron out its impression. We recommend plain gothic letters for name and location of library.

Cat. no.

1320	Stamp with straight line lettering or circular die	\$4.50
------	--	--------

Prices for special design (note illustration) on request.

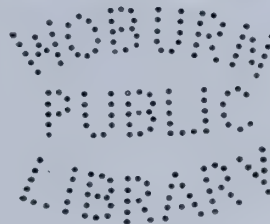


## Perforating stamp

Makes an absolutely indelible mark by perforating the leaf and avoids increasing the thickness of the book or marring the surface of a plate or drawing.

Cat. no.

1321	Stamp with 26 or less, straight line letters	\$25.00
	Extra letters over 26, each . . . . .	.50



*Actual size of perforation*

## Ink and ink pads

Quick-drying ink and stamp pads are furnished in six colors: red, blue, green, carmine, purple, and black. When ordering specify color desired. Special ink for metal letters is furnished in black, red, green, purple, and blue.

Cat. no.

1325	Quick-drying ink stamp pad (2 3/4 x 4 1/2 in.) . . . . .	\$ .50
1328	Stamp ink, for rubber stamps. One oz. bottle . . . . .	.50
1329	Special ink for metal letters for numbering stamp. Per bottle . . . . .	.50
1338	Higgins' black India ink. Small bottle \$.25 Half pint \$2.00 Pint \$3.75 Quart 7.00	
1337	Thaddeus Davids' gold letterine. Two oz. bottle \$.25 Half pint \$.90 Pint . . . . .	1.75
1339	Thaddeus Davids' white letterine. Two oz. \$.15 Four oz. \$.25 Half pint \$.50 Pint \$.75 Quart . . . . .	1.25



Cat. no.

1390	White transparent shellac for varnishing labels on backs of books. Half pint bottle . . . . .	\$ .75
------	---	--------

## Shellac



## Photo paste Higgins' photo mounter

Cat. no.			
1825	3 Oz.	Screw-capped jar	\$ .15
6	"	" " "	.25
14	"	" " "	.50
1	Gal.	" " "	2.00
1	"	" " "	3.50

## Dauids' General white paste ("Tip-Top" Jar)

Cat. no.			
1826	Tip-top water well, enameled brush, screw cap		\$ .25



## Paper pads or blocks

Standard size slips or sheets, accurately cut and blocked in double thick pads. Paper is of good quality and suitable for memoranda, temporary cards and scrap sheets. Paper is light weight. Furnished in three sizes.

Cat. no.			
1800	Standard 33 size (7.5 x 12.5 cm.).	Per 10, weight 4 lbs.	\$ .80
1801	Approx. 5 x 8 inches (12.5 x 20 cm.).	Per 10, weight 10 lbs.	2.00
1802	Shelf list size (20 x 25 cm.).	Per 10, weight 20 lbs.	3.75

## Transparent adhesive tape



Cat. no.  
**1393** For general mending of torn pages of books, music sheets, maps, prints, etc. Tape  $\frac{5}{8}$  in. wide, 4 yds. long, wound on spools for convenient use. Per dozen spools, 50 cents.

## Adhesive paper

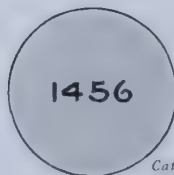
For mending torn leaves, bank bills, engravings, maps, letters, manuscripts and strengthening weak places in paper. It is transparent so that print or other matter is not obscured.

Cat. no.	Pkg. of 24 sheets.	Size	
1394	"	$3\frac{1}{2} \times 6\frac{1}{4}$ in.	\$ .60
1395	" 10 "	" $10 \times 15$ "	1.00
1395.1	" 100 strips.	" $1 \times 15$ "	1.00
1395.2	" 50 "	" $2 \times 15$ "	1.00
1395.3	" 25 "	" $4 \times 15$ "	1.00

## Gummed labels



Cuts are  
actual size



Cuts are  
actual size

Cat. no.		
1450	Box of 5000, red bordered	\$2.50
	In book form, 25 perforated sheets (500 labels)	.25
1451	Box of 5000, red bordered	2.25
	In book form, 25 perforated sheets (750 labels)	.25
1452	Box of 5000, red bordered	2.00
	In book form, 25 perforated sheets (750 labels)	.25
1453	Box of 5000, red bordered	1.75
	In book form, 25 perforated sheets (1050 labels)	.25
1454	Plain unbordered labels, 1000 in box	.30
	" " per 10,000	2.00

Cat. no.		
1455	Plain unbordered labels, 1000 in box	\$ .35
	" " per 10,000	2.50
1456	Plain round labels, 1000 in box	.20
	" " per 10,000	2.00
1460	Cloth, 1000 in box, same size and shape as no. 1454	
	per 1000 75 cents, per 10,000	6.50
1461	Cloth, 1000 in box, same size and shape as no. 1456	
	per 1000 75 cents, per 10,000	6.50
	Bordered labels only can be furnished in cartons of 12 small boxes, 100 labels in a box, at 75 cents per carton.	



## Adhesive cloth

For the general repairing of broken bindings and the fastening of loose leaves in library, school, and music books. Useful also for repairing and reinforcing drawings, maps, prints, etc. Furnished in white, green, and slate colors.

<i>Cat. no.</i>		<i>Cat. no.</i>	
<b>1399.1</b>	Package of 16 strips, 1 x 9"	<b>1399.4</b>	Rolls, 4 x 36"
<b>1399.2</b>	Roll, 1 x 144"	<b>1399.5</b>	Sheet, 9 x 16"
<b>1399.3</b>	Roll, 2 x 72"		

### Price for any size:

Per single package or roll, \$ .18	Lots of 6, \$ .85
Lots of 12, . . . . . 1.45	Lots of 1 gross, 14.50

## Stitched tape

Stitched tape is made of two strips of gummed cloth, stitched through the center, and is used principally for fastening loosened leaves in books. It is also used for renewing the interior of pamphlet binders. Furnished in either white or slate and in three sizes.

<i>Cat. no.</i>		<i>Cat. no.</i>	
<b>1398</b>	Roll, $\frac{3}{4}$ in. wide, 5 yds. long	<b>1398.1</b>	Roll, $1\frac{1}{2}$ in. wide, 3 yds. long
<b>1398.2</b>	Roll, 2 in. wide, 3 yds. long		

### Price for any size:

Per single roll, \$ .23	Lots of 6 rolls, \$ 1.15
Lots of 12 rolls, 1.95	Lots of 1 gross, 19.50

## L. B. Multi newspaper file



A new form of newspaper file made of selected maple and designed to hold a week's newspapers. The papers are held in place on pins which hold all leaves securely without pasting in loose leaves or rearranging the folding. Constructed entirely of wood and metal, no rubber rings being used. *Cat. no. 1404* Each \$ .85

## Atwater newspaper file



Two parallel rods held together by strong rubber rings or bands and kept in place by fixed pins which also perforate and hold the papers. Dimensions given are distances between rings. Files are of whitewood, varnished. Solid oak or cherry furnished to order.

<i>Cat. no.</i>		<i>Cat. no.</i>		<i>Cat. no.</i>		<i>Cat. no.</i>	
<b>1420</b>	22 in. each, \$ .40	<b>1422</b>	26 in. each, \$ .45	<b>1424</b>	30 in. each, \$ .50	<b>1426</b>	34 in. each, \$ .50
<b>1421</b>	24 " " .45	<b>1423</b>	28 " " .45	<b>1425</b>	32 " " .50	<b>1433</b>	Rubber rings, each, .05
							Per doz. . . . . .35

## Ideal newspaper file

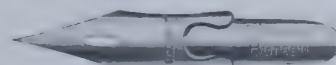


Made of selected maple, divided lengthwise into six wedge-shaped segments. These angular strips fit naturally into the folds of the papers and the rubber ring binds strips and papers together firmly, each paper being kept separate from the others. Handles constructed with a hilt, which prevents soiling and tearing the papers in handling. Standard lengths are 28 in. and 35 in. over all. Weight six ounces.

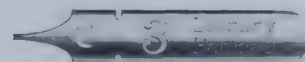
<i>Cat. no.</i>		<i>Cat. no.</i>	
<b>1410</b>	Length over all 28 in. Filing space 21 in., each \$ .50	<b>1411</b>	Length over all 35 in. Filing space 27 in., each \$ .50
	<i>Cat. no. 1412</i> Extra rubber rings, per dozen \$ .30		

## Library Bureau steel pens

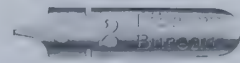
Made specially for cataloging and other library handwriting. Manufactured by the largest and best makers in the world, and as perfect a steel pen as can be made. Order by number. Any style, as shown, per gross \$1.00.



No. 1813



No. 1812



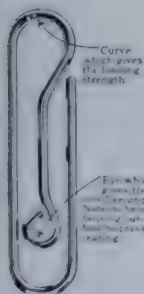
No. 1811



No. 1810

## L. B. Expansive clips

Library Bureau expansive clips are strong and serviceable, with no sharp corners or rough edges to catch and tear the papers. Thirty sheets held as firmly as two. Clips may be used again and again, without losing their grip. These clips are packed in boxes of one thousand, or may be sold in bulk at the following prices:



Boxed by thousands:			
<i>Cat. no.</i>		<i>Per 1000</i>	
<b>1837</b>	In lots of 1,000	\$ .55	<b>1837</b> In lots of 100,000
	" " " 10,000	.45	" " " 1,000,000
	" " " 50,000	.35	

By bulk in boxes or barrels:			
		<i>Per 1000</i>	
In lots of 100,000		\$ .30	
" " " 500,000		.25	
" " " 1,000,000		.23	



L. B. Book support

## Book supports

### L. B. Book support

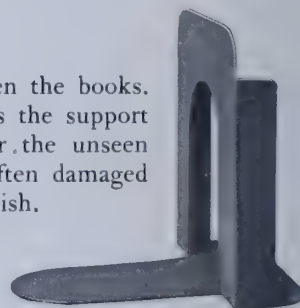
A very popular form of book support. Made of heavy gauge sheet steel, far superior in strength and finish to the support ordinarily sold. Finished in olive green enamel.

Cat. no.		Price
1340	Each 12c. . . . .	Lots of 10 or more \$ 1.10
	Lots of 100 or more \$9.00	Lots of 500 or more 40.00
	Lots of 1000 or more . . . . .	70.00

### "Non-losable" book support

A new type designed to prevent the support from being lost between the books. The right-angle flange or wing  $\frac{3}{4}$  of an inch wide (*as illustrated*) makes the support always visible and eliminates the danger of "spearing" the book over the unseen support when returning books to the shelf. Pages and bindings are often damaged in this way. Made of heavy stamped steel, in dull olive green enamel finish.

Cat. no.		Price
1343	"Non-losable" book support, each . . . . .	\$ .15
	Lots of 10 or more \$1.20	Lots of 100 or more 10.00
	" " 1000 " " . . . . .	90.00



"Non-losable" book support



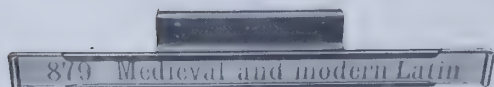
Wire book support

### Wire book support

Designed for use with L. B. Standard square edge steel shelves. Occupies but little space between books. Adjusted by slight pressure of the hand. Made of heavy spring wire, finished in olive green enamel.

Cat. no.		Price
1351	For 8 inch steel shelves, per 100 . . . . .	\$3.50
1352	For 10 " " " " " " . . . . .	4.00
1352.1	For 12 " " " " " " . . . . .	4.75

## Shelf label holders

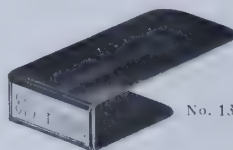


No. 1375

### Clip label holder

Designed for L. B. Steel square edge shelves. Can be instantly attached or removed. Label is held in position by flange on all sides.

Cat. no.		Price
1375	For square shelves only, each . . . . .	\$ .15
	Per 100 . . . . .	10.75



No. 1370



No. 1369

### Shelf label holders

Made of sheet steel, finished in olive green enamel. Label is held firmly in place by flange on three sides. Designed for wood shelves  $1\frac{3}{8}$  inch thick.

Cat. no.		Price
1369	For 2 x 12.5 cm. labels, each . . . . .	\$ .10
	Per 100 . . . . .	8.25
1370	For 2 x 5 cm. labels, each . . . . .	.10
	Per 100 . . . . .	8.25

## Shelf labels

These are mainly the headings of the decimal classification printed on small cards and fitting the shelf label holders (Cat. nos. 1369 and 1370) shown on page 38; also L. B. Grooved wood shelves.

The principal topics or main divisions are on 2 x 12.5 cm. cards. We also print, on the same size, a miscellaneous list of 68 labels that finds acceptance in every library, whether classed on the decimal system or not. It covers names of the states and territories, the days of the week, and the following: Accession, Card, Classify, Bindery, Do not handle, Duplicates, Private books, Reserved, Revise. Special sizes and forms of shelf labels furnished on order.

Cat. no.		Price
<b>1381</b>	100 shelf labels for 10 classes of decimal classification . . . . .	per set, \$2.40
<b>1380</b>	561 shelf labels comprising the most used headings of the 1000 divisions . . . . .	per set, 12.00
<b>1382</b>	Miscellaneous list of 68 labels (see above) . . . . .	per set, .60
<b>1373</b>	Blank labels, 2 x 12.5 cm. . . . .	per 100 .12
<b>1373.1</b>	Blank labels to fit 1375 label holder . . . . .	per 100 .12
<b>1374</b>	Blank labels 2 x 5 cm. . . . .	per 100 .12

## Chair tips

### Metal shaft chair tips

The rubber tip is held in place in the bottom of the chair leg by a brass stem screwed into the brass bushing. Very serviceable and easily attached.

Cat. no.		Price
<b>1362</b>	Diameter of tip $\frac{3}{4}$ in. . . . .	per doz. \$ .75    per 100 \$5.00
<b>1363</b>	Diameter of tip 1 in. . . . .	per doz. .90    per 100 6.50
<b>1386</b>	Special bit for boring chair legs, each . . . . .	.50



1362



1366

### Felt chair tips    Noiseless and durable

Cat. no.		Price
<b>1366</b>	. . . . .	75 cents per doz.    \$5.00 per 100



L. B. Rod binder

## Binders    L. B. Rod binder

Designed to meet the demand for a flat opening magazine binder which will hold contents securely yet without mutilation. The spring rod, hinged at top and held by the figure 8 hook at the bottom, holds contents perfectly flat and yet secure.

Covers made with a specially designed rounded back, a great convenience in holding the binder while reading. Bound in red Russia back and corners and heavy waterproof black cloth. All metal parts heavily nicked. First dimension given is binding edge.

Cat. no.	Size in inches	Price	Cat. no.	Size in inches	Price
<b>1511</b>	$9\frac{3}{4} \times 7\frac{1}{8}$ . . . . .	\$1.15	<b>1518</b>	$12\frac{1}{2} \times 9\frac{5}{8}$ . . . . .	\$1.45
<b>1512</b>	$10\frac{1}{2} \times 7\frac{3}{8}$ . . . . .	1.15	<b>1519</b>	$14\frac{1}{4} \times 10\frac{5}{8}$ . . . . .	1.75
<b>1514</b>	$10\frac{1}{2} \times 8\frac{1}{4}$ . . . . .	1.25	<b>1520</b>	$15\frac{1}{2} \times 12$ . . . . .	1.80
<b>1515</b>	$11\frac{3}{4} \times 8\frac{3}{8}$ . . . . .	1.25	<b>1521</b>	$16\frac{1}{2} \times 11\frac{5}{8}$ . . . . .	1.85
<b>1516</b>	$12 \times 9\frac{1}{8}$ . . . . .	1.45	<b>1523</b>	$18 \times 12\frac{7}{8}$ . . . . .	2.15

Lettering on front cover 25 cents per line additional.

## Spring back binder

The magazines, pamphlets, or sheets, are clamped firmly by the steel cylinder spring back, which holds one sheet as firmly as a volume. A canvas "cradle" or hinge holds contents in position. Bound in black cloth covers with Russia back and corners. Special bindings and sizes to order. In ordering for regular magazines the name of the publication is sufficient. First dimension given below is binding edge.

Cat. no.	Size in inches	Price	Cat. no.	Size in inches	Price
<b>1576</b>	4 x 12 . . . . .	\$1.05	<b>1583</b>	$13\frac{1}{4} \times 9\frac{3}{4}$ . . . . .	\$1.55
<i>(For 1100 Shelf List Sheets)</i>					
<b>1577</b>	$9\frac{3}{4} \times 6\frac{1}{4}$ . . . . .	1.05	<b>1584</b>	$12\frac{1}{2} \times 9\frac{1}{2}$ . . . . .	1.55
<b>1578</b>	$10\frac{1}{2} \times 7\frac{1}{8}$ . . . . .	1.25	<b>1585</b>	$14\frac{1}{4} \times 10\frac{1}{2}$ . . . . .	1.80
<b>1579</b>	$11\frac{1}{2} \times 7\frac{3}{4}$ . . . . .	1.25	<b>1586</b>	$15\frac{1}{2} \times 12$ . . . . .	1.85
<b>1580</b>	$10\frac{1}{2} \times 8\frac{1}{4}$ . . . . .	1.25	<b>1587</b>	$16\frac{1}{2} \times 11\frac{1}{2}$ . . . . .	1.95
<b>1581</b>	$11\frac{1}{4} \times 8\frac{1}{4}$ . . . . .	1.40	<b>1588</b>	$17\frac{1}{2} \times 12$ . . . . .	2.10
<b>1582</b>	12 x 9 . . . . .	1.45	<b>1589</b>	$18 \times 12\frac{1}{4}$ . . . . .	2.30

Lettering on front cover 25 cents per line additional.



Spring back binder



# Pamphlet filing

Condensed from an article published in the Bulletin of Maine State Library for October, 1914

By C. A. Flagg, Librarian Bangor (Maine) Public Library

THE treatment of pamphlets is a subject which has vexed librarians for generations. It is almost literally true that there are as many methods as there are libraries; and in setting forth the one we are adopting for our own library, I cannot hope to contribute anything really new. The plan outlined might not serve the largest libraries, numbering pamphlets by the hundred thousand, or research libraries of any size.

The "Standard Dictionary" defines a pamphlet as "a printed work consisting of sheets, generally few, but not permanently bound." There is no universal agreement as to size—it should exceed the leaf or single folded sheet of one to four pages, and is usually limited to 80 (sometimes to 100) pages; any larger work being considered an unbound book.

This distinction between a book or volume and a pamphlet does not seem to some of us as either a desirable or an important one; and it is being given up in library statistics. Some libraries retain it; just as some of our English cousins in their auction sales catalogues classify books by size, as octavo, folio, etc. No doubt the average pamphlet has less value, real and market, than the average bound volume; as also the average duodecimo (standard fiction size) is less valuable than the average octavo or folio. It is equally clear that many pamphlets are worth more than many books, and a pamphlet may at any time become a book by binding, changing its status while in no way changing value or content.

Do we want to classify or arrange libraries, or compile statistics on a basis of difference so indefinite and variable?

My plan is for a more scientific treatment of the material, using *usefulness* or *value* (as nearly as we can judge) instead of *form*, as our standard. This implies that everything worthy of permanent place in the library shall receive full treatment (accession, cataloguing, etc.). Where this can not be done let us not lay only pamphlets aside, but allow the value or probable value to our library to determine what can best have treatment deferred; and perhaps there will be as many bound volumes as pamphlets on the waiting list.

One of the hardest lessons for many librarians to learn is how to reject or discard. The best way to treat an article that is of no use is to get rid of it.

Unless we are actually up to date with our work and possessed of ample shelf room, it is far better that the inquirer ask for one leaflet or pamphlet we threw away last week than that days or weeks of our time be given to listing that and hundreds of others of no real value, to the detriment of the whole service.



Pamphlet filing equipment in Bangor Public Library with L. B. Counter-height unit cabinets. Height of cabinets 41½ in. Convenient for reference books.

Catalog "Unit filing cabinets" upon request

The large libraries; national, state, and university, with the great special libraries, are properly the conservers of all learning; but not so the local public libraries. Why not assume that these former will perform that duty, and call upon them when necessary; in the meantime collecting and making promptly available only that which is pretty sure to be of use?

The one general exception to this rule of procedure is our own local documentary history; it is the function of every public library to gather all that relates to the place—even, I believe, the most ephemeral material. There may be other special exceptions.

For convenience we may divide the unbound material that comes to us into classes, as follows:

- I. Magazines (periodicals or serial publications appearing quarterly or oftener).
- II. Other serial publications (not properly magazines) such as bulletins, reports, society collections, almanacs.
- III. Pamphlets of a monographic character.

Class I presents no particular problems. In general a library will catalogue and bind such periodicals as it takes, if it thinks them worthy of preservation at all. Even the incomplete volumes in a file are better placed in their proper place on the shelves, either wrapped in paper or in clip fasteners, or bound, as seems best in the particular case. Some librarians preserve an alphabetic file of sample and miscellaneous periodicals, not currently received. It requires considerable space on the shelves, but may be very useful. It demands no classification or listing.

Class II has greater difficulties. Unbound serials, appearing semi-annually or less frequently, if worth keeping, are treated just as bound books (accessioned, etc.). We place them on shelves in manila envelopes, and later bind consecutive numbers into volumes of convenient size. The problem of cataloguing may be made an easy one if card entry is left "open" and a stamp used referring to shelf list or serial record for full statement.

Other serial publications, such as bulletins, circulars, etc., are most simply treated by binding, in order, into volumes. But the easiest way is not always the best; where the series as a whole is restricted to a small subject, and especially where it is indexed (either in the periodical indexes or by Library of Congress printed cards) the above method will be at least fairly satisfactory. But in some cases, notably where the subjects are varied or on lines of special interest to us, it will be better (having checked the pamphlet by serial number to insure a complete set and having provided a "series card" in our catalogue) to throw these pamphlets into Class III (below).

For certain U. S. government serials we are adopting a middle course; after selecting out, placing in pamphlet binders, and classifying by subject the numbers most important for our use, the others are bound in a cheap temporary binding by our bookbinder, with a blank leaf in place of the missing part, giving its call number.

Class III. Here at last we meet the real source of difficulty, but here again we may further divide and define. There are gradations of value in the material itself. In our own library, pamphlets on Maine local history, genealogy, and much of the Bangor material, as well as other pamphlets of special value, are sent at once to our bookbinder. Other pamphlets of somewhat less interest are pasted into pamphlet binders, of which we have half a dozen sizes always on hand. Our bookbinder also offers a very cheap grade of binding in boards which we use to some extent for this class of pamphlets. All the pamphlets so far mentioned are accessioned and catalogued exactly like books.

And now we have reached the class which is the real heart of the problem; material that, in our judgment, is not worth binding or cataloguing—which one librarian lays aside for the leisure that never comes, and another gives a class number and sends to shelves in a pamphlet box. When we come to analyze this mass, probably a third to a half of it should be discarded by the ordinary public library—absolutely thrown away. For the remainder, pamphlets of trifling or purely ephemeral interest, even those of doubtful value, I believe the vertical file solves the problem most satisfactorily. Surely every library that does reference work at all has some shelf or drawer or compartment where are kept lists, bibliographies, etc. This department I would enlarge. Its possibilities are almost limitless—newspaper clippings on subjects of general, present, or purely local interest—important special articles in annual reports or magazines—the lists of references we gather for any chance inquirer; may all be placed here. In fact, this file easily becomes the best tool for the reference librarian.

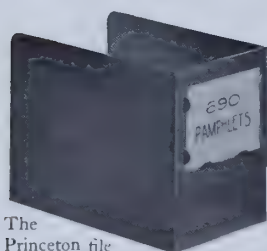
If we are to have a vertical file of pamphlet material, straightway the question arises, How shall we arrange it? At least three different systems are in use: chronologically in order of receipt with a consecutive number, beginning 1, etc.; alphabetically by subject; and in class order. The first plan is out of the question for us since the pamphlet must be catalogued to be found, and that is the process we are trying particularly to avoid. If we decide on an alphabetic plan, *what* system of headings shall we adopt? A. L. A. subject headings; Library of Congress subject headings; Decimal classification index; some special list such as the Newark Public Library has prepared for its own use, or an original scheme of our own invention? If any alphabetic arrangement is to be followed, I should prefer that used in our subject catalogue (we follow Library of Congress scheme, in general); with such amplification as might be necessary. But we are seeking simplicity, and I can not favor any plan which must involve a vast amount of cross referencing to make it directly usable.

There remains the classified arrangement. It is not necessary to undertake any championship of the Decimal system; most of us use it, and it seems natural to its users to think in terms of the D. C. A pretty full index is readymade for us. The subject treated by leaflet or pamphlet today will very likely demand a book next year or later; so we are simply settling the question of classification in advance. Decide where new subject belongs in scheme; write it in and add to index, or index supplement if you have one, with necessary references.

It is not our purpose to count these pamphlets at all in library statistics; additions or removals are freely made without altering any library record; and the collection is to be revised from time to time, when some material will have proven its right to be accessioned, and other parts, having outlived their usefulness, can be discarded, magazines and other serials filed for special articles returned to their places, etc.

To summarize briefly, we recognize pamphlet material as falling into three classes: those to be treated exactly like books; those to be discarded absolutely; and those which are or probably will be of some use, and of which we want to avail ourselves economically and quickly, and to throw away as readily when we wish to do so.





The Princeton file  
Cat. no.

1718 Quantities of 100 \$19.00

Quantities of 500 and up \$18.00 per C

Smaller quantities 20c each

## Pamphlet files

The Princeton file (Dimensions:  $5\frac{3}{8}$  in. high,  $3\frac{7}{8}$  in. wide, 7 in. deep)

The Princeton pamphlet file provides a receptacle for booklets, pamphlets, and all unbound material which might otherwise be hard to find when placed among books on a shelf or desk.

The metal file (black japan finish), besides being practically indestructible, takes up little space. The bottom edges are rounded to prevent defacing the surface of the shelf or desk. Labels are easily fitted to the label holder, which is formed out of the front of the file. When filled and placed at the end of a row of books this file serves as a book support. The large label may be used not only to describe the material within the holder, but also the other material on the shelf.

The 1719 file (Dimensions:  $10\frac{1}{8}$  in. high,  $4\frac{3}{8}$  in. wide, 7 in. deep)

The 1719 pasteboard pamphlet file meets the need of librarians and others for an inexpensive pamphlet box in which to file periodicals, booklets, pamphlets, and unbound material. This permits filing the pamphlets in the same group or classification with books on the same subjects.

The 1719 is made of one piece of pasteboard, reinforced and stiffened with a paper covering and green cloth at the front. A large label is attached for record of contents. The box is open only in the back.

Cat. no. Per dozen  
1719 One dozen \$2.00

Two dozen Per dozen  
\$1.75  
One hundred \$9.00

Three dozen Per dozen  
\$1.50

Five dozen Per dozen  
\$1.25

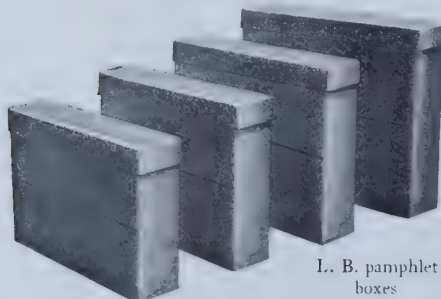
Smaller quantities 20c each



The 1719 file

## L. B. Pamphlet boxes

Library Bureau pamphlet boxes are made of heavy chipboard covered with glazed marbled paper or black cloth. They are especially designed for housing pamphlets, newspaper clippings, etc.



L. B. pamphlet boxes

Cat. no.		Inside Dimensions			
		High	Wide	Deep	Each
1734	Marble	$3\frac{1}{2}$ "	$5\frac{1}{2}$ "	$1\frac{1}{4}$ "	\$.15
1734.1	Marble	$3\frac{1}{2}$ "	$5\frac{1}{2}$ "	$3\frac{1}{2}$ "	.25
1734.3	Black cloth	$3\frac{1}{2}$ "	$5\frac{1}{2}$ "	$3\frac{1}{2}$ "	.35
1735	Marble	$4\frac{1}{2}$ "	$6\frac{1}{2}$ "	$1\frac{1}{4}$ "	.20
1735.1	Marble	$4\frac{1}{2}$ "	$6\frac{1}{2}$ "	$3\frac{1}{2}$ "	.25
1735.2	Black cloth	$4\frac{1}{2}$ "	$6\frac{1}{2}$ "	$1\frac{1}{4}$ "	.30
1735.3	Black cloth	$4\frac{1}{2}$ "	$6\frac{1}{2}$ "	$3\frac{1}{2}$ "	.35
1735E	Black cloth	$6\frac{1}{2}$ "	$4\frac{1}{2}$ "	5"	.35
1736	Marble	$5\frac{1}{2}$ "	$8\frac{1}{2}$ "	$1\frac{1}{2}$ "	.25
1736.3	Black cloth	$5\frac{1}{2}$ "	$8\frac{1}{2}$ "	4"	.35

Cat. no.		Inside Dimensions			
		High	Wide	Deep	Each
1751	Marbled paper	6"	9"	2"	\$.25
1738	"	7"	9"	2"	.25
1740	"	8"	10"	$2\frac{1}{4}$ "	.25
1749	"	7"	10"	2"	.25
1741	"	9"	11"	$2\frac{3}{8}$ "	.25
1741.3	Black cloth	9"	11"	$2\frac{3}{8}$ "	.40
1742	Marbled paper	10"	$12\frac{1}{4}$ "	$2\frac{3}{8}$ "	.30
1742C	Black cloth	10"	$12\frac{1}{4}$ "	$2\frac{3}{8}$ "	.40
1743	Marbled paper	10"	$14\frac{1}{4}$ "	$2\frac{3}{8}$ "	.35
1750	"	$10\frac{1}{2}$ "	$15\frac{1}{4}$ "	$3\frac{3}{8}$ "	.40

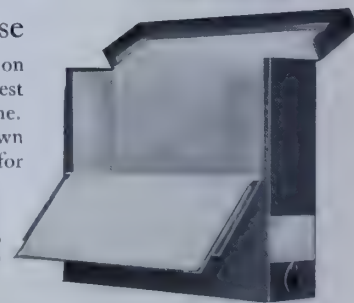
## L. B. Wood-end transfer case

Wood ends, half an inch thick, make this box strong and rigid. Covers fit flush on both sides without loss of space. The central hinge of the flap, where the strain is greatest when the box is full, is strengthened with a metal strip or rib nailed to the wood frame. Muslin reinforced at all corners and where any strain comes. Covered with brown leatherette paper. Fitted with label for record of contents and with leather pull for removal from shelf.



Wood CC pamphlet case

Cat. no.		Inside dimensions in inches				Lots of 10 100	
		High	Wide	Deep	Each	Each	Each
17424	Correspondence size	10	$12\frac{1}{2}$	4	\$.45	\$.40	\$.36
17426	"	10	$12\frac{1}{2}$	5	.50	.45	.40
17504	Legal size	$10\frac{1}{2}$	$15\frac{1}{2}$	4	.55	.46	.40
17506	"	$10\frac{1}{2}$	$15\frac{1}{2}$	5	.60	.50	.45



L. B. Wood-end transfer case

## Wood CC pamphlet cases

Made of thoroughly seasoned stock, strongly joined and covered with durable marbled paper. These cases have closed tops and open backs, which protect contents from dust and injury. Made in standard sizes, as given below, or in special sizes to order. Label on front for record of contents.

### Outside dimensions

Cat. no.	High	Wide	Thick	Each	Cat. no.	High	Wide	Thick	Each
1722	10 in.	7 in.	4 in.	\$.40	1726	11 in.	$7\frac{1}{2}$ in.	4 in.	\$.48
1725	11 "	$7\frac{1}{2}$ "	3 "	.40	1727	12 "	9 "	$3\frac{1}{2}$ "	.48



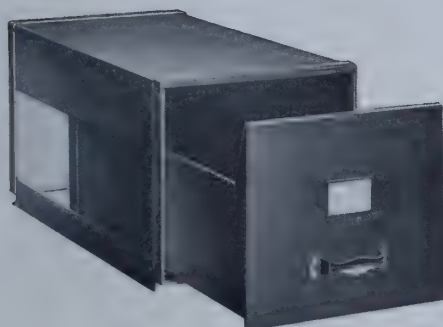
**A**FTER this catalog had gone to press prices on the 'L. B. Unit steel transfer cases were advanced as follows:

<i>Cat. no.</i>				
1767R	.	.	.	\$3.00
1768R	.	.	.	3.00
1769R	.	.	.	3.25



## Pamphlet files (Continued)

### L. B. Unit steel transfer cases



L. B. Unit steel transfer case

Libraries desiring to use the vertical filing principle for pamphlets, where space and funds are limited, will find the Library Bureau steel transfer case an inexpensive and convenient file excellently adapted to their needs. Can be used as a single file or in stacks of two or more. Made in three sizes—correspondence, bill, and legal.

The L. B. Steel transfer case combines great rigidity with extreme compactness. The frame is of skeleton construction and made of heavy steel electrically welded together. The drawer is wonderfully strong; the sides and bottom, formed of one sheet of steel, are electrically welded to the front and back. All the top edges are formed over a heavy wire for stiffening and the bottom made with channel construction, giving additional rigidity. The back has a hand hole at the top for convenience in handling drawer. Front has large label holder and a generous drawer pull. Fiber roller bearings fitted in the

bottom of the frame at the front allow the drawer to run smoothly.

**Intermembering feature:** Any number of units may be joined together into one solid cabinet by intermembering one above the other and side by side.

**Followers and rods:** The drawers may be fitted with a removable steel follower and track and standard rods, giving the advantages of a regular filing drawer.

**Bases:** A three-inch sanitary leg base may be supplied when it is desired to raise the units from the floor.

Send for illustrated folder describing this case in detail.

### Sizes and prices—finished in olive green enamel

Cat. no.

<b>1767R</b>	Correspondence size; inside dimensions of drawers: 10½" high x 12" wide x 26¾" deep . . .	\$2.75
<b>1768R</b>	Bill size; inside dimensions of drawers: 8" high x 10" wide x 26¾" deep . . .	2.75
<b>1769R</b>	Legal size; inside dimensions of drawers: 10½" high x 15¼" wide x 26¾" deep . . .	3.00

### Sanitary leg bases

Cat. no. Height, 3 inches

<b>1764R</b>	Correspondence size . . .	\$1.50
<b>1765R</b>	Bill size . . .	1.50
<b>1766R</b>	Legal size . . .	1.50

Followers for any of above, additional, 35c.

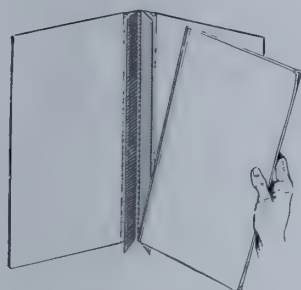
Rod, additional, 20c.

Lock, additional, \$1.00



Intermembering

## Pamphlet binders



L. B. Pamphlet binder

L. B. Pamphlet binders are for temporary or permanent binding of pamphlets in general. The pamphlet is bound in position by moistening the gummed surface of the binding tape and inserting the pamphlet. When it is desired to bind the pamphlet permanently the wire stapler listed below is recommended. The wire staple not only secures the pamphlet in the binder, but binds the pages of the pamphlet firmly together. Where it is desired to remove the material in the pamphlet binder and use the covers for other matter a new length of stitched tape is easily inserted to replace that torn out. This tape is carried in stock gummed ready for use (see page 37). Pamphlet binders are carried in photo mount covers only, and in three thicknesses of back, ¼, ½ and ¾ in.

### Acme wire stapler

Cat. no.

<b>1322</b>	No. 1 Acme wire stapler	\$9.25 each
<b>1322.1</b>	Staples . . .	.40 per M

Cat. no.

Cat. no.	Size	Per dozen	Per 100
<b>1525</b>	9 x 6 in. brown covers, green backs	\$ .60	\$4.15
<b>1526</b>	9¾ x 7¼ " " " " " "	.70	5.00
<b>1527</b>	10½ x 7¾ " " " " " "	.75	5.25
<b>1529</b>	11¾ x 8¾ " " " " " "	.95	6.90
<b>1530</b>	12 x 9½ " " " " " "	1.05	7.95



# Technical publications

Including a partial list of publications of the American  
Library Association Publishing Board

Book publications			Price
Cat. no.			
1028	A. L. A. Catalog of 8000 volumes, 1904 . . . . .	Paper	\$1.00
1030	A. L. A. Catalog supplement, 1904-11 . . . . .	Paper	1.50
1019	Hints to small libraries. By Mary W. Plummer . . . . .	Cloth	.75

## Annotated lists

1023	Guide to reference books. Edited by Alice B. Kroeger . . . . .	Cloth	\$1.50
1043	Supplement to Kroeger's guide to reference books. Edited by Isadore G. Mudge, 1909-10 . . . . .	Paper	.25
1044	Supplement to Kroeger's guide to reference books. Edited by Isadore G. Mudge, 1911-13 . . . . .	Paper	.40

## Cataloger's manuals

1045	Subject headings for use in dictionary catalogs. Edited by Mary J. Briggs . . . . .	Cloth	\$2.50
1029	Catalog rules for author and title entries. Compiled by committees of the A. L. A. and the Library Association of the United Kingdom . . . . .	Cloth	.60
1032	Cataloging for small libraries. By Theresa Hitchler . . . . .	Cloth	1.25

## League of library commissions' publications

1035	Directions for the librarian of a small library. By Zaidee Brown. Compiled for the Free Public Library Commission of Mass. (50 or more copies to one address, 4 cents each) . . . . .		.10
------	---	--	-----

## Library handbooks

1033	Essentials in library administration. By L. E. Stearns . . . . .	Paper	.25
------	--	-------	-----

## Decimal classification and relativ index

For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey.

1004	Complete, <i>cloth</i> . . . . .		\$6.00
	Half Turkey, full flexible Persian, or Chivers duroflexil, half niger . . . . .		7.00
	Full flexible Turkey with red gilt edges . . . . .		8.00
1004a	Index, separate, <i>cloth</i> . . . . .		3.00
	Index, half Turkey, full Persian, or Chivers half niger . . . . .		4.00

## Abridged decimal classification and relativ index

Issued in response to the demand for a shorter form for small and slowly growing libraries. The short (3-figure) forms can be changed to the full class numbers at any time by adding extra figures from the unabridged tables. Published by Library Bureau.

1002	Cloth . . . . .		\$1.50
------	-----------------	--	--------

## Library school rules

Contains card catalog accession and shelf list rules edited by Melvil Dewey.

1016	Cloth . . . . .		\$1.25
------	-----------------	--	--------

## Simplified library school rules

An abridged edition of the Library School Rules, No. 1016. It differs from the original edition in being more explicit, with fuller notes, simpler statements, and clearer definitions, and omits the rules for minute bibliographical records.

1017	Cloth . . . . .		\$1.25
------	-----------------	--	--------

### Library primer

By John Cotton Dana. The most complete handbook ever published for librarians. Every phase of library work, theoretical, practical, and historical, is dealt with, and new methods, systems, and supplies illustrated and described.

**1027** Cloth . . . . . \$1.00

### Cataloging

By Esther Crawford. This pamphlet contains much information gathered from actual experience in cataloging especially valuable to beginners. Published by Library Bureau.

**1031** Paper . . . . . \$ .25

### Cutter two-figure decimal alphabetic order table

By C. A. Cutter. A scheme giving to each work its own exclusive book number, so contrived that "the books stand on the shelves alphabetically by authors under each subject." With the relative location, now used by most libraries, this system makes indefinite intercalation of books possible in a very simple manner. It not only brings together upon the shelves all of an author's works upon one subject, but allows of still closer arrangement by dates or by alphabetic arrangement under title, as desired. This table is recommended for libraries of less than 5000 volumes. Full explanatory circular free on application.

**1036** Mounted on boards, strongly hinged and folded . . . . . \$1.25

### Cutter three-figure decimal alphabetic order table

An enlargement of the two-figure table (No. 1036) for libraries of considerable size. Full explanation sent with each set of tables.

<b>1038</b>	Complete . . . . .	\$2.25
<b>1038</b>	Part 1, Consonants \$1.50	Part 2, Vowels and S .75

### Cutter-Sanborn three-figure alphabetic order table

<b>1037</b>	Complete . . . . .	\$2.50
<b>1037</b>	Part 1, Consonants \$1.50	Part 2, Vowels and S 1.00

### Bookbinding for libraries

By John Cotton Dana. A handbook for librarians in testing bindings and to assist in obtaining satisfactory workmanship and material from binders. The volume contains an excellent description of the best methods of binding and a large amount of valuable information on rebinding, paper making, leather, specifications for binding, and an alphabetic list of technical terms. 168 pages, illustrated.

**1026** Cloth . . . . . \$1.00

### Library Bureau literature upon request

Any of the following catalogs, booklets, folders, and prints may be had at any of our offices (listed on page 1) or will be sent upon request.

Steel bookstack (*Cat. no. 70814*)

Library, bank, and office furniture

Unit wood book shelving (*Cat. no. 70314*)

Unit filing cabinets in wood (*Cat. no. 8916*)

Unit bookcases (*Folder no. 714*)

Charging desks (*Folder no. 73915*)

L. B. Steel horizontal unit cabinets (*Folder no. 965*)

L. B. Steel vertical unit cabinets (*Folder no. 856*)

Unit steel storage shelving (*Booklet no. 70148*)

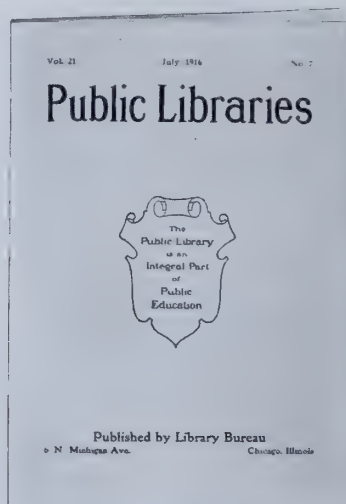
How shall I catalog my library? (*Booklet no. 1115*)

Library Bureau museum cases

Pamphlet files

L. B. Steel transfer cases

## “Public Libraries”



“PUBLIC LIBRARIES” was founded in 1896, to supply the demand for a periodical which would discuss the everyday problems of the libraries large and small and to give special attention to the development of library organization. This publication met with instant approval on the part of leaders in library work who lent their names and gave their support. Among these were Melvil Dewey, Hannah P. James, John Cotton Dana, F. M. Crunden, Mary W. Plummer, and Katharine L. Sharp.

“Public Libraries” furnishes a medium of exchange of ideas among librarians, library assistants in both large and small libraries, departments devoted to library schools, school libraries, library associations, and clubs. It carries each month the latest word both as to suggestions and descriptions for all library workers interested in these fields. Its contributions come from all over the world on every variety of library endeavor. One who follows the record of library development from month to month in “Public Libraries” will be thoroughly posted on what is transpiring in the library field.

The subscription price is \$2.00 a year; five copies to one library, \$8.00 a year; foreign subscription, \$2.25; single copies, \$.25.

A limited number of back volumes may be secured at special price on application.



# Index

A-Z card guides . . . . .	8	Cards, borrowers' . . . . .	17, 21
<i>Abridged classification: Dewey</i> . . . . .	44	charging . . . . .	17, 23
<i>Abridged library school rules: Dewey</i> . . . . .	44	Commercial Standard . . . . .	4, 6-7
Accession book accessories . . . . .	29	Library Standard . . . . .	4, 6-7
Accession books, A. L. A. Standard . . . . .	28	periodical record . . . . .	31
Condensed . . . . .	28	specially printed . . . . .	7
Museum . . . . .	29	33 size . . . . .	5-7
School . . . . .	29	32 size . . . . .	5-7
Acme book pocket . . . . .	24	Catalog and index slips . . . . .	7
Acme wire stapler . . . . .	43	<i>Catalog rules for author and title entries</i> . . . . .	44
Adhesive cloth . . . . .	37	<i>Cataloging: treatise: Crawford</i> . . . . .	45
labels . . . . .	36	<i>Cataloging for small libraries: Hitchler</i> . . . . .	44
paper . . . . .	36	Celluloid card guides . . . . .	8-9
Adhesive tape, stitched . . . . .	37	Chair tips . . . . .	39
transparent . . . . .	36	Charging cards . . . . .	23
Administrative records . . . . .	17-33	guides . . . . .	27
Alphabetic card guides . . . . .	8	trays . . . . .	26
<i>Alphabetic order tables: Cutter</i> . . . . .	45	Charging material . . . . .	20-27
A. L. A. accession books . . . . .	28	application cards . . . . .	20
A. L. A. book size rule . . . . .	29	book cards . . . . .	23
A. L. A. catalog . . . . .	44	borrowers' cards . . . . .	21
A. L. A. catalog Supplement . . . . .	44	borrowers' register . . . . .	21
A. L. A. publications . . . . .	44-45	call slips . . . . .	22
Application cards . . . . .	17, 20	charging cards . . . . .	23
Asbury combined book pocket and date due slip . . . . .	25	date card guides . . . . .	8
Atwater newspaper files . . . . .	37	date slips . . . . .	22
Automatic numbering stamp . . . . .	35	guides . . . . .	27
Band dating stamp . . . . .	34	pockets . . . . .	24-25
Bases for standard tray cases . . . . .	14, 15, 16	trays . . . . .	26
Bibliography cards . . . . .	7	Charging systems . . . . .	17-19
Binders, Common Sense . . . . .	30	Circulation statistics book . . . . .	29
L. B. Rod . . . . .	39	<i>Classification: Decimal: abridged: Dewey</i> . . . . .	44
Pamphlet . . . . .	43	<i>Classification: Decimal: Dewey</i> . . . . .	44
Spring back . . . . .	39	Clip label holder . . . . .	38
Binding book . . . . .	32	Clips . . . . .	37
sheets . . . . .	32	Cloth, adhesive . . . . .	37
slips . . . . .	32	Cole size card . . . . .	29
<i>Binding, book for libraries: Dana</i> . . . . .	45	Commercial Standard cards . . . . .	4, 6-7
Biography cards . . . . .	7	Common Sense binders . . . . .	30
Bit for boring chair legs . . . . .	39	Condensed accession book . . . . .	28
Blank guides . . . . .	9	<i>Crawford: cataloging: treatise</i> . . . . .	45
Blocks, paper . . . . .	36	Criticism cards . . . . .	7
<i>Bookbinding for libraries: Dana</i> . . . . .	45	<i>Cutter: alphabetic order tables</i> . . . . .	45
Book cards . . . . .	17, 23	Cutting of L. B. Cards . . . . .	5
labels . . . . .	36	<i>Dana: bookbinding</i> . . . . .	45
plates . . . . .	33	<i>Dana: Library Primer</i> . . . . .	45
pockets . . . . .	17, 24, 25	Date card guides . . . . .	8
size card and rule . . . . .	29	holders . . . . .	34
Book supports . . . . .	38	slips . . . . .	17-22
Books, accession . . . . .	28, 29	stamps . . . . .	34
binding . . . . .	32	Dates, daters and stamps . . . . .	34, 35
circulation statistics . . . . .	29	Day and serial blanks . . . . .	31
order . . . . .	31	<i>Decimal classification: abridged: Dewey</i> . . . . .	44
See Publications . . . . .	44-45	<i>Decimal classification: Dewey</i> . . . . .	44
Borrowers' cards . . . . .	17, 21	<i>Decimal order tables: Cutter</i> . . . . .	45
pockets . . . . .	24-25	Decimal shelf labels . . . . .	39
Borrowers' register, book form . . . . .	17, 21	Desk trays . . . . .	11-13
card form . . . . .	18	<i>Dewey: abridged decimal classification</i> . . . . .	44
Brooklyn book pocket . . . . .	24	<i>Dewey: decimal classification</i> . . . . .	44
Brooklyn card catalog guides . . . . .	10	<i>Dewey: simplified library school rules</i> . . . . .	44
Browne charging system . . . . .	18, 19, 25	Dewey decimal 1st and 2nd summary guides . . . . .	27
C. C. pamphlet cases . . . . .	42	<i>Directions for the librarian of a small library: Browne</i> . . . . .	44
Call slips . . . . .	17, 22	Embossing stamp . . . . .	35
Card cabinets . . . . .	11-16	Erasures on cards . . . . .	5
desk trays . . . . .	11-13	<i>Essentials in library administration: Stearns</i> . . . . .	44
erasures . . . . .	5	Felt chair tips . . . . .	39
guides . . . . .	8-10, 27	Files for letters . . . . .	42-43
Card pockets . . . . .	25	for newspapers . . . . .	37
rulings . . . . .	6	for pamphlets . . . . .	40-43
sizes . . . . .	5	for periodicals . . . . .	40-43
writing . . . . .	5	"Fine" guides . . . . .	27
Cardboard boxes . . . . .	11	First and second summary guides . . . . .	27
Cards, application . . . . .	17, 20	Guarantor's cards . . . . .	20
book . . . . .	17, 21		

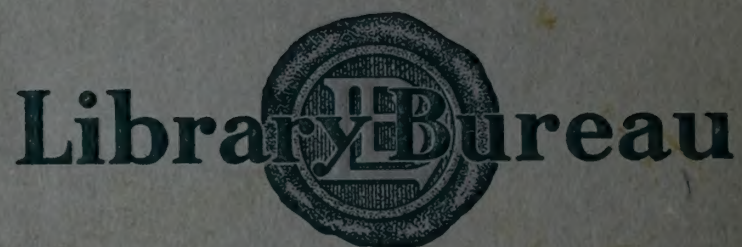
# Index—Continued

Guide cards		
for card catalogs	8-10	
for charging systems	27	
Guide to reference books: <i>Kroeger</i>	44	
Gummed labels	36	
Hints to small libraries: <i>Plummer</i>	44	
Holders, date	34	
shelf label	38	
Ideal newspaper files	37	
Index slips	7	
Ink pads	35	
Inks, for card writing	5	
for stamps and ink pads	35	
India	35	
Juvenile application cards	20	
Label holders, shelf	38	
Labels, gummed	36	
shelf	39	
Ledger paper slips	7	
Lettering on binders	39	
L. B. Rod binder	39	
Library catalog cards	4-7	
Commercial Standard	4, 6-7	
Library Standard	4, 6-7	
Specially printed	7	
Library dates	34	
handwriting	5	
Library Primer: <i>Dana</i>	45	
Library school rules: <i>Dewey</i>	44	
Library school rules, simplified: <i>Dewey</i>	44	
Library Standard cards	4, 6-7	
Magazines, binders for	39	
Medium weight cards	4, 6	
Metal shaft chair tips	39	
Month guides	8	
Multi newspaper files	37	
New York shelf list sheets	30	
New York State Board of Education accession book	29	
Newark charging system	17-18	
Newspaper holders	37	
"Non-losable" book support	38	
Open end book pocket	24	
Order books	31	
sheets	31	
slips	32	
Pad dating stamp	34	
Pads, ink	35	
paper	36	
Pamphlet binders	43	
boxes	42	
cases	40, 42-43	
files	42	
filing	40-41	
Paper for book repairing	36	
pads or blocks	36	
index slips	7	
Paste	36	
Pencil dating stamp	34	
Pens	37	
Perforating stamp	35	
Periodical record cards	31	
sheets	31	
Periodicals, binders for	39, 43	
Periodicals for libraries: "Public libraries"	46	
Photo paste	36	
Plates, book	33	
Pockets, book or card	17, 24-25	
Primer: library: <i>Dana</i>	45	
Princeton pamphlet files	42	
Printed catalog cards	7	
guides	9-10	
Printed shelf labels	39	
"Public libraries": <i>periodical</i>	46	
Publications, A. L. A.	44	
L. B. Technical	44-45	
"Public Libraries"	46	
Register of borrowers	17, 18, 21	
Removal cards	7	
Repair material for books	36, 37	
Ring dating stamp	34	
Rod binder	39	
Rubber dates	34	
Rules: card catalog: <i>Dewey</i>	44	
Rules: Library school, simplified: <i>Dewey</i>	44	
Rules: shelf list: <i>Dewey</i>	44	
Ruling on cards	6-7	
Scrap boxes	42	
Second summary chart for stack room	30	
Serial record blanks	31	
cards	31	
Shelf label holders	38	
labels	39	
Shelf list cards	30	
guides	30	
sheets	30	
Shelf list rules: <i>Dewey</i>	44	
Shellac	35	
Simplified charging system	19	
Simplified library school rules: <i>Dewey</i>	44	
Size card, Cole	29	
rule, A. L. A.	29	
Sizes of L. B. Cards	5	
Slips, binding	32	
call	17, 22	
catalog and index	7	
date	17, 22	
order	32	
paper pads	36	
Sorting trays for cards	26	
Specially printed catalog cards	7	
Specially printed guides	9	
Spring back binders	39	
Stamp ink	35	
Stamps, embossing	35	
numbering	35	
perforating	35	
rubber	34	
Standard A. L. A. accession book	28	
Standard printed guides for library catalogs	10	
Stapler for pamphlet binders	43	
State guide cards	8	
Steel pamphlet files	43	
Steel pens	37	
Subject headings: <i>Briggs</i>	44	
Supplement to <i>Kroeger's guide to reference books:</i>		
<i>Mudge</i>	44	
Supports for books	38	
Tables: <i>Alphabetic order: Cutter</i>	45	
Technical publications	44-45	
32 size cards	5-7	
33 " "	5-7	
Tin trays	12	
Transfer cases	42-43	
Transparent adhesive tape	36	
Tray cabinets	11-16	
Trays for application cards	26	
for borrowers' cards	26	
for charging cards	26	
for sorting cards	26	
Typewriter catalog cards	6-7	
Week guide cards	8	
Weights of L. B. Cards	4	
Wire book support	38	
Wood pamphlet boxes, C. C.	42	
Wood reinforced pamphlet boxes	42	









**Library Bureau**